

This reminder communication is being sent to all Release 1 (R1) Cardinal HCM Core Users.

Due to the deployment of Cardinal HCM for Release 2 agencies, the Cardinal HCM application will be unavailable beginning at 5:00 p.m. on Wednesday, March 23, 2022 through Sunday, April 3, 2022.



Due to the Release 2 deployment of Cardinal Human Capital Management (HCM) next month, Cardinal applications will be unavailable to users.

Cardinal Applications Outage

- The Cardinal HCM application will be unavailable to users from **5:00 p.m. on Wednesday, March 23, 2022 through Sunday, April 3, 2022.**

R1 agencies should plan to complete **all** business activities in Cardinal Financials and HCM before 5:00 p.m. on Wednesday, March 23. During the planned system outage, agencies should hold transactions and/or other system updates (e.g., New Hires) for entry into Cardinal until the system is back up. Agencies can utilize the available Mass Uploads (e.g., New Hire, Job Data) to assist with processing transactions once the system is available. Refer to the [Performing a Mass Upload](#) job aid on the [Cardinal Project website](#) for more information.

General & Functional Impacts

- Online timesheet submissions must be completed and approved immediately after the outage for the following:
 - Salaried payroll pay date March 31, 2022
 - Hourly payroll pay date April 8, 2022
 - Agencies should encourage employees to enter and submit time through Wednesday, March 23 prior to the outage.
 - Time and Attendance Supervisors are encouraged to review and approve the time that has been submitted prior to the outage.
 - The Cardinal deadline for online employee timesheet entry and approvals for the payrolls listed above is extended until 5:00 p.m. on Tuesday, April 5, 2022, but please follow instructions from your agency, as tighter deadlines may be imposed to facilitate agency reviews.
 - Employees may submit absences, where applicable, up until the outage. Absence Management Supervisors may approve those absences prior to the outage or once the application is available. **Clarification: Absences for period ending March 24 (payment date March 31) will be finalized before the Cardinal HCM application go-live. Any transactions entered for dates prior to March 24 after go-live will be treated as prior period and will be processed and allocated for the period ending April 9 (payment date April 15).**

- Employees will be unable to review paychecks (i.e., paystubs), submit updates to direct deposit setup, or perform any other ESS functions during the outage.
- For Interfacing agencies, time file submission deadlines for the March 31, 2022 salaried payroll, and the April 8, 2022 hourly payroll, are extended until 10:00 p.m. Thursday, March 31, 2022.
- The payroll journal integration to Cardinal FIN will occur on Wednesday, April 6, 2022 (for both the March 31, 2022 salaried payroll and the April 8, 2022 hourly payroll).
- The Accounting Period for April will open on Wednesday, March 23, 2022. The March Accounting Period will close on Friday, April 8, 2022.

Batch Processing

- Regular nightly batch processing, as well as weekly batch jobs, will be completed for the **evening of Wednesday, March 23, 2022**, including the distribution of interface extract files.
- Batch processing (FIN and HCM) **will be on hold** beginning Thursday, March 24, 2022.
Note: Interfacing agencies can continue to transfer upload files to Cardinal FIN and HCM while the system is down, and those files will be processed when batch processing resumes.
 - **FIN** batch processing **will resume** during the regular batch window on Wednesday, March 30, 2022.
 - **HCM** batch processing **will resume** during the regular batch window on Monday, April 4, 2022.

Cardinal Security Forms

- The processing of Cardinal Security Access Forms will be put on hold beginning Tuesday, March 22, 2022 and will be processed on/after Monday, April 4, 2022 for all agencies.

Communications

- Users will receive an email notification when Cardinal HCM is available to them on Monday, April 4, 2022.

Please email the Cardinal team at ProjectCardinal@doa.virginia.gov with any questions you have using "Cardinal HCM Deployment" in the subject line.

Regards,

The Cardinal HCM Project Team