
Upcoming Time Entry Reminders

1 message

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This newsletter is being sent to Release 2 Employee Self-Service Time & Attendance (ESS TA) users who will enter their own time, Timekeepers, Time & Labor (TL) Supervisors, Absence (AM) Supervisors, Time & Labor (TL) Administrators, Absence (AM) Administrators, Payroll Administrators, and Change Network members.

Urgent Time Entry Deadlines

As you prepare for Cardinal Human Capital Management (HCM), please note the following important dates, notifications, and key concepts that pertain specifically to time entry. Accurate time entry will help your agency ensure your paycheck is correct! Please review the information below so you don't miss out on any important details.

Note: Your agency may impose tighter deadlines for entry, reviews, and approvals, so please be on the lookout for agency-specific deadlines to ensure Cardinal deadlines are met.



Time cannot be entered until the Cardinal HCM application is available on
Monday, April 4, 2022!

Key Dates for Hourly Employees Entering Time

- Time for **all hourly employees** must be **entered** and **approved** in Cardinal HCM no later than **5:00 p.m. on Tuesday, April 5, 2022** in order for a paycheck to be processed for the April 8 check date.
- The 5:00 p.m. deadline on Tuesday, April 5 is **challenging** because of the tight timeframe (April 4 – April 5) to get all hourly time entered and approved for the first payroll.
- The first bi-weekly payrolls in Cardinal are:

Pay Period	Payroll Begin Date	Payroll End Date	Begin Entering Time	Deadline for Time Entry/Approval
Bi-weekly 1 (BW1)	3/13	3/26	4/4	4/5 @ 5:00 p.m.
Bi-weekly 2 (BW2)	3/14	3/27	4/4	4/5 @ 5:00 p.m.
Bi-weekly 3 (BW3)	3/11	3/24	4/4	4/5 @ 5:00 p.m.

- Employees will not be able to enter time in Cardinal for pay periods prior to those noted above and will need to work with their agency Payroll Administrators to process prior period adjustments, if needed.
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Key Dates and Details for Salaried Employees Entering Time

- The first semi-monthly payrolls in Cardinal are:

Pay Period	Payroll Begin Date	Payroll End Date	Begin Entering Time	Deadline for Time Entry/Approval
Semi-monthly 1 (SM1)	3/25	4/9	4/4	4/14 @ 5:00 pm
Semi-monthly 2 (SM2)	4/1	4/15	4/4	4/14 @ 5:00 pm

- **Salaried** employees may experience an overtime/shift differential payment lag shorter or longer than their current lag.
 - Employees may want to consider extracting leave detail/balance data from TAL, CIPPS Leave, or agency system by March 24 for reference during validations after Cardinal go-live.
 - Employees will not be able to enter time in Cardinal for pay periods prior to those noted above and will need to work with their agency Payroll Administrators to process prior period adjustments if needed.
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Important Information for Employees Entering Time

- Agencies should have already notified **employees** who enter time in Cardinal about specific agency-use information related to time and attendance. This includes:
 - Whether the employee is a Positive or Exception time reporter
 - Whether **ChartField** strings are required or optional
 - How they should determine the appropriate fields and values that should be entered in the ChartField strings
 - Timesheet data should be entered retroactively for the first pay period after Cardinal go-live (i.e., dates between current payroll begin date and Cardinal go-live date of April 4).
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Key Information for TL and AM Administrators Entering Time

- For agencies using the Cardinal Time Entry Upload interface, the time entry deadlines noted in the Key Dates sections above also apply. Refer to the Cardinal HCM R2 Deployment Agency Interfaces communication distributed on March 1, 2022 from the Cardinal HCM Interface mailbox for more details regarding processing of the first Time Entry Uploads in Cardinal.
- Agencies **may** want to collect time from impacted hourly employees on paper timesheets and enter time data centrally in Cardinal HCM starting on Monday, April 4.
- Reminders for time entry support:
 - Timekeepers (if applicable), TL Administrators, and AM Administrators can enter Cardinal time/absences on behalf of **all** employees in the agency.
 - Supervisor/Manager can enter time and absences on behalf of their **direct** reports.
 - TL Administrators can enter/adjust time online for an interfacing employee, but approval by the Time & Labor Supervisor is required in this scenario where interfaced time is entered/adjusted online.
- If employees are unable to get their time entered and approved in time for the first bi-weekly payroll, agencies will need to have off-cycle payroll requests submitted to State Payroll Operations (SPO) by **Friday, April 8, 2022**. The off-cycle payroll pay date will be **Wednesday, April 13, 2022**.
- Prior Period Adjustment payments associated with payrolls processed in CIPPS, including lag overtime, should be done using the SPOT tool in Payroll. Additional guidance will be provided in an upcoming newsletter.
- Refer to the [March 15 payroll bulletin](#) (from SPO) to understand the processing of the following:
 - Prior period adjustments due to voided checks from pay period end date on or before Thursday, March 24, 2022.
 - "Off-cycle" payments made outside of CIPPS for pay period end date Thursday, March 24, 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.