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## Cardinal HCM Deployment: Manual Updates for Employees in Layoff Status

1 message

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

Mon, Mar 28, 2022 at 6:55 PM

**This communication is being sent to Change Network Primary Contacts, HR SMEs, BN SMEs, PY SMEs, HR Administrators, BN Administrators, and PY Administrators for Release 2 agencies with employees in layoff status.**



Once Cardinal HCM goes live, Release 2 (R2) agencies will have to manually update all HR and PY records for those employees who are currently in a layoff status.

Cardinal offers the following guidance to help you prepare:

- If you do not already have a list of laid-off employees, their effective dates, and expected severance/benefits end dates, now is a good time to establish one using the current HR system of record (i.e., PMIS/HuRMan Report).
- Employees in Layoff status at the time of Cardinal HCM conversion/go-live will need to be updated manually as severance and/or benefits statuses change. A list of these Employee IDs will be provided to your agency by Cardinal and posted in the 02\_CONVERSION > 40\_Task96B\_Review\_Conversion\_Results folder within your assembled agency folder on the CN SharePoint site: [HCM > 02\\_Assembled\\_Agencies > ### - Assembled\\_Agency\\_Name \(where ### represents your assembled agency number\) > 02\\_CONVERSION > 40\\_Task96B\\_Review\\_Conversion\\_Results](#).  
Note: the CN SharePoint is only available for Change Network members, if you need information from the file, please contact your agency's change network.
- If these employees are still receiving severance benefits, Payroll SPOT transactions will need to be entered, verified, and monitored. Information regarding the use of SPOT can be found in the [PY381 Using the Single-Use Payroll One Time Tool](#) job aid.
- When the layoff period ends, the employee must be terminated using the Action = TER, Reason = LOF.

Review the [HR351 Managing the Layoff Process](#) job aid for additional information regarding processing layoffs and layoff-related terminations.

If you have issues with completing an update after reviewing the job aid above, please open a Cardinal help desk ticket by emailing [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov). It is imperative to use "Cardinal" in the subject line, include a description of your issue, and be sure to provide a contact email address and a phone number in the email.

Regards,

The Cardinal HCM Project Team