Commonwealth of Virginia

DOA-Cardinal Project, rr <projectcardinal@doa.virginia.gov>

Cardinal HCM Application Outage due to HCM Deployment

1 message

The Cardinal Project <cardinal-comms@public.govdelivery.com> Wed, Sep 7, 2022 at 11:26 AM
Reply-To: cardinal-comms@public.govdelivery.com
To: projectcardinal@doa.virginia.gov

This communication is being sent to all Release 1 (R1) and Release 2 (R2) Cardinal HCM Employee Self-Service (ESS) Time & Attendance (TA) users with a copy to TL/AM Administrators and TL/AM Supervisors/Approvers.

Cardinal

Due to the Release 3 (R3) deployment of Cardinal Human Capital Management (HCM) next month, **all** Cardinal applications will be unavailable to users.

Cardinal Outage

- The Cardinal HCM application will be unavailable to users from **5:00 p.m. on Thursday, September 22, 2022 through Sunday, October 2, 2022.** A notification will be sent to all HCM users when Cardinal HCM is available on Monday, October 3, 2022.

ESS Time and Attendance and Payroll Impacts

- Online timesheet submissions and approvals for the salaried payroll pay date September 30, 2022, and the hourly payroll pay date October 7, 2022 will need to be completed and approved immediately after the outage ends.
    - Employees are urged to enter and approve as much time and leave as possible prior to the outage.
    - The **deadline** for online employee timesheet entry and approvals is **5:00 p.m. on Tuesday, October 4, 2022** (agency deadlines may be earlier).
- Any absences for September 24, or dates prior, which are not approved in the Cardinal HCM application before the outage begins on the evening of Thursday, September 22, will not be included in the September 24 absence balances. If those absences are approved before the October 9 period deadlines, they will be processed as prior period adjustments and will update the balances for that period when it is finalized on October 14.
- Employees will be **unable** to view paychecks (i.e., paystubs), submit updates to direct deposit setup, or perform any other ESS functions during the outage.

If you have questions about your agency's timesheet entry, approval, or timelines, please contact your timesheet Supervisor/Approver or your agency's TL/AM Administrators.

Regards,

The Cardinal HCM Project Team