
Cardinal HCM: Critical Steps for Converted New Hires Not Enrolled in Health Benefits

1 message

The Cardinal Project <cardinal-comms@public.govdelivery.com>
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This communication is being sent to Benefits Administrators, HR Administrators, Change Network Primary Contacts, BN SMEs, and HR SMEs for Release 3 agencies.



Your agency may have hired or rehired employees during the month of September, for whom a Job record was converted into Cardinal HCM, but their health benefit or FSA enrollment was not completed in BES prior to that conversion, close of business September 13, 2022. In order to enroll these employees in Benefits, it is imperative that you create a benefit event for them in Cardinal HCM. Please complete the following:

- Submit a help desk ticket to vccc@vita.virginia.gov and include **“Cardinal BN Team – New Hire”** in the subject line. In the email to VCCC, provide the following details for each employee impacted, and be sure to include your name, email address, and a phone number where you can be reached:
 - 11-digit Cardinal Employee ID
 - First and last name
 - Date of hire
 - Health group number (Eligible Field 2 on Job)
 - Applicable employee status/billing method value (Eligible Field 9 on Job)
- Based on the information provided, the Cardinal HCM Post Production Support (PPS) Benefits team will populate the Hire/Conversion row with the appropriate eligibility values that will trigger an “HIR” event in the BAS Activity table.
 - Once completed, you will receive an email from the VCCC ticketing system informing you that data entry has been completed and the event is open for you to complete benefits enrollment.
- Complete the benefits enrollment. Please refer to the [BN361 Completing a New Hire Enrollment](#) job aid for data entry guidance.

Note: This process does not apply to newly hired employees who do not currently exist in Cardinal. For these employees, the HR Administrator at the agency would perform the hiring event. For assistance, please review the [HR351 Completing a New Hire](#) or [HR351 Completing a Rehire Hire](#) job aids.

Regards,

The Cardinal HCM PPS Benefits Team