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ESS Overview & Training Resources

1 message

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The Cardinal Newsletter - September 7, 2022

This newsletter is being sent to Release 3 Core users, Employee Self-Service (ESS) users, and Change Network members.

Employee Self-Service (ESS) Overview

Mark your calendars! On Monday, October 3, the Cardinal Human Capital Management (HCM) application will be rolled out to Release 3 users! If you are an employee, Employee Self-Service (ESS) will give you the ability to **view** and/or **update** information that is unique to you. Watch the video to learn more.

Capabilities **vary** by agency, but can include:

• Updating personal information (such as home address or phone number)
• Updating direct deposit banking information
• Viewing a paycheck or W-2
• Entering time/viewing a timesheet
• Viewing health benefits confirmation statements
• Enrolling in a health benefits plan or making select changes based on certain life events

Cardinal HCM is a big change for you, but your agency and the Cardinal HCM team are ready to support you every step of the way! Your agency should be communicating specific details, including policies and procedures, that impact you related to the Cardinal HCM roll out.

Note: Users will not be able to access Cardinal HCM until it is open to everyone on Monday, October 3.

Learning Materials for Cardinal HCM

Cardinal users have a number of learning materials available to them. Be sure to bookmark www.cardinalproject.virginia.gov/learning for easy access to the materials listed below.

Employee Self-Service (ESS) Users:

Most ESS-only functions are relatively intuitive, but we have a variety of support tools to help you through all of the functions (e.g., updating direct deposit, updating health benefits, updating personal information).

• Videos – Quick walk-through videos with Cardinal Carl!

• Job Aids – Detailed, step-by-step instructions.

ESS Time & Attendance (TA) Users and Supervisor/Approvers:

Entering your time can be super easy or very complex, based on your agency's use of Cardinal.

Have you already received an assignment from Nest for your training? If so, remember **you must take your assigned training in Nest to receive credit!**

Are you new to your agency? Has your supervisor told you that you need to enter or approve timesheets? If you are unsure, reach out to your agency's Cardinal Training Contact to determine which Cardinal HCM training you need to take before Monday, October 3.

Before you start any training, be sure to work with your agency's Cardinal Training Contact to understand key details about how your agency uses Cardinal Time & Attendance (e.g., Time Reporter Type, ChartFields, agency-specific TA attributes, and if your agency uses Cardinal with Absence Management or without Absence Management).

Core Users:

A Core user is an employee who performs day-to-day administrative functions in Cardinal. Core users require additional training and have a variety or resources available to them.
• Job Aids - Detailed, step-by-step instructions to assist users in processing system transactions or completing various activities, including ESS actions.

• Includes walk-throughs of how to run queries and reports

• Web-Based Training - Self-paced courses that provide a high-level look at Cardinal HCM functions such as

  o Overview and Navigation in Cardinal HCM

  o Cardinal Reporting (functionality used to generate Reports and Queries within Cardinal HCM)

  o Module Overviews (e.g., human resources, benefits, payroll) for those users with read-only access to Cardinal HCM

• Course Materials - PDF versions of instructor-led training course presentations that provide an in-depth look at Cardinal HCM functions for Core users who are assigned Instructor-Led Training.

• Additional Resources - For Core users, additional resources such as forms, a reports catalog (a full list of reports and queries in Cardinal HCM), mass upload templates, and more are available.

Note: Cardinal Training materials, especially Job Aids, are frequently updated (the revision date can be found in the lower left-hand corner of all Cardinal documents).

To learn more about required training based on each role, please refer to the HCM Role and Required Training Courses matrix.

Grab Your Leave Balances!

Prior to Cardinal HCM go-live on Monday, October 3, 2022, the leave data collected from your agency and/or legacy statewide systems (i.e., TAL and CIPPS Leave) will be loaded into Cardinal HCM. For your own records, you may want to get a snapshot of any time, absence, or leave data from the source systems prior to losing access Thursday, September 22, 2022. This will allow you to verify your balances when you log in on October 3, 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.

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 communication, please send an email to projectcardinal@doa.virginia.gov.