

Overview of the Employee Position Report (EPR) Tool

The **Cardinal EPR Tool** is designed to report staffing levels by agency based on funding types across a variety of agencies, including executive, legislative, judicial, and independent, colleges, and universities. Core users with the Cardinal V_HR_ADMINISTRATOR and/or V_HR_EPR ONLY roles have access to the EPR tool and associated queries/reports.

The EPR Tool provides a snapshot view of staff levels by factoring in several categories, as detailed in this job aid. Within this staffing rollup, it separates data into Full-Time Equivalent (FTE) and Headcount. Additionally, it separates staff levels by General Fund (GF) vs Non-General Fund (NGF) sources and Restricted vs Non-Restricted filled positions. For wage sections, restricted vs. non-restricted is not applicable, as all wage positions are considered temporary.

EPR uses retrospective monthly reporting, meaning that reports are generated for the previous month after it has ended. The EPR program runs in Cardinal on the first business day of each month, capturing data from the last day of the prior month. Agencies validation and certification timeframe is from the second working day thru the 25th of each month. DHRM finalizes the certification process and publishes agency-certified totals by the last day of each month, with results from the previous month.

These public-facing, statewide reports are accessible on the DHRM website, are used by Governors' Cabinet, DPB, VITA, and other central support agencies to determine filled position levels based on position and funding type. Therefore, agency validation and certification that EPR totals are accurate by the 25th of each month is a critical business process.

This job aid provides guidance on the data rollup process of the tool, as well as steps for reviewing, updating, and certifying data. Most importantly, it includes the reports and queries agencies should use to validate and troubleshoot data prior to certifying EPR results. Since these reports and queries are agency-specific, collaboration within your agency is essential.

For timely assistance, direct any questions to DHRM iHelp as soon they arise. Questions submitted on the reporting deadline **day may not be resolved** in time, which could lead to reporting gaps and potential impacts on agency funding.

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Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 2 , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

How EPR Tool Generates the Counts

There are a variety of reports and queries available to help verify EPR totals. To ensure accurate results, it is important to understand how the Cardinal EPR program calculates the counts. The chart below provides agencies with guidance on the program's rules, helping to determine which populations of employees fall into each category:

EPR Page Tabs	Non-Restricted (Regular) /Restricted/ Wage (Temporary)	Funding Source	Program Code Rules
Non-Faculty	Restricted Salaried	General Fund	<ul style="list-style-type: none"> • Position/Department Fund is 01000, may be a distribution percentage* • Regular/Temporary Field on JOB Data, which populates based on Position data. = Restricted (X) • Employee Class Field on JOB Data is one of the following CLS, AHD, LGS, ONC, OTO, SPR, UNV, VAL
		Non-General Fund	<ul style="list-style-type: none"> • Position/Department Fund is all codes other than 01000, may be a distribution percentage* • Regular/Temporary field on JOB Data, which populates based on Position data. = Restricted (X) • Employee Class Field on JOB Data is one of the following CLS, AHD, LGS, ONC, OTO, SPR, UNV, VAL
	Unrestricted Salaried	General Fund	<ul style="list-style-type: none"> • Position/Department Fund is 01000, may be a distribution percentage* • Regular/Temporary field on JOB Data, which populates based on Position data = Regular (R) • Employee Class Field on JOB Data is one of the following CLS, AHD, LGS, ONC, OTO, SPR, UNV, VAL

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	Wage	General Fund	<ul style="list-style-type: none"> • Position/Department Fund is 01000, may be a distribution percentage* • Regular/Temporary field on JOB Data, which populates based on Position data = Temporary (T) • Employee Class Field on JOB Data is one of the following GNW, EMG, RJG, SFW, SIG, SSW, STU
		Non-General Fund	<ul style="list-style-type: none"> • Position/Department Fund is all codes other than 01000, may be a distribution percentage* • Regular/Temporary field on JOB Data, which populates based on Position data = Temporary (T) • Employee Class Field on JOB Data is one of the following GNW, EMG, RJG, SFW, SIG, SSW, STU



EPR Page Tabs	Non-Restricted (Regular) /Restricted/ Wage (Temporary)	Funding Source	Program Code Rules
Faculty	Restricted Salaried	General Fund	<ul style="list-style-type: none"> • Position Department Fund is 01000 or 03XXX <u>AND</u> Program (Chart field 2) code 10100-10799, may be a distribution percentage • Regular/Temporary field on JOB Data, which populates based on Position data = Restricted (X) • Employee Class Field on JOB Data is one of the following APF, TNR
		Non-General Fund	<ul style="list-style-type: none"> • Position Department Fund is 01000 or 03XXX <u>AND</u> Program (Chart field 2) code 10800-80999, may be a distribution percentage • Regular/Temporary field on JOB Data, which populates based on Position data = Restricted (X) • Employee Class Field on JOB Data is one of the following APF, TNR
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EPR Page Tabs	Non-Restricted (Regular) /Restricted/ Wage (Temporary)	Funding Source	Program Code Rules
	Wage	General Fund	<ul style="list-style-type: none"> • Position Department Fund is 01000 or 03XXX <u>AND</u> Program (Chart field 2) code 10100-10799, may be a distribution percentage • Employee Class Field on JOB Data is one of the following GRD, FAC
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EPR Page Tabs	Non-Restricted (Regular) /Restricted/ Wage (Temporary)	Program Code Rules
Totals	MEL	Entered by DHRM based upon Appropriations Act each Fiscal Year
	Salaried Headcount	Sum of Faculty and Non-Faculty tabs: Restricted Salaried (General Fund and Non-General Fund) and Unrestricted Salaried (General Fund and Non-General Fund) Headcounts
	Salaried FTE	Sum of Faculty and Non-Faculty tabs: Restricted Salaried (General Fund and Non-General Fund) and Unrestricted Salaried (General Fund and Non-General Fund) FTEs
	Wage Headcount	Sum of Faculty and Non-Faculty tabs: Wage (General Fund and Non-General Fund) Headcounts
	Wage FTE	Sum of Faculty and Non-Faculty tabs: Wage (General Fund and Non-General Fund) FTEs
	Overall Headcount	Totals Tab: Sum of Salaried Headcount and Wage Headcount
	Overall FTE	Totals Tab: Sum of Salaried FTE and Wage FTE

Reviewing and Validating EPR Counts for Salaried Position Data

If uncertain how the calculations are derived, please see the chart – [How EPR Tool Generates the Counts](#).

Step	Action
1.	Navigate to the EPR Tool page using the following path: NavBar > Menu > Workforce Administration > EPR Tool
<p>The EPR Tool Find and Existing Value page displays.</p> <div data-bbox="240 638 1398 989" style="border: 1px solid black; padding: 10px;"> <p>EPR Tool</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>🕒 Recent Searches Choose from recent searches ▼ ✎</p> <p>🔖 Saved Searches Choose from saved searches ▼ ✎</p> </div> <p>Business Unit begins with ▼ <input type="text"/> 🔍</p> <p>^ Show fewer options</p> <p>Search Clear</p> </div>	
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	Enter the Business Unit . <div data-bbox="292 1209 1037 1276" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Business Unit begins with ▼ <input style="border: 2px solid red;" type="text"/> 🔍</p> </div>
3.	Click the Search button. <div data-bbox="292 1362 1003 1463" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Search Clear</p> </div>

Step	Action
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The **EPR Tool** page displays with the **Non-Faculty** tab displayed by default.

Non-Faculty

Faculty

Totals

Business Unit 23400 Coop Extension & Agr Research

Employee Position Reports

Non-Faculty 1-3 of 36 [View All](#)

*Effective Date		Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE
09/30/2024	General Fund	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/> Certified?	Non-Genl Fund	15.00	15.00	21.00	21.00	104.00	74.21

*Effective Date		Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE
08/31/2024	General Fund	0.00	0.00	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/> Certified?	Non-Genl Fund	15.00	15.00	21.00	21.00	105.00	75.73

*Effective Date		Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE
07/31/2024	General Fund	0.00	0.00	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/> Certified?	Non-Genl Fund	14.00	14.00	22.00	22.00	109.00	84.53

[Save](#)

[Return to Search](#)

[Previous in List](#)

[Next in List](#)

[Notify](#)

Non-Faculty | Faculty | Totals

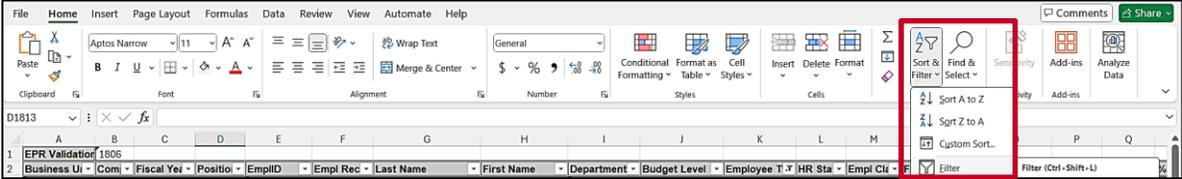
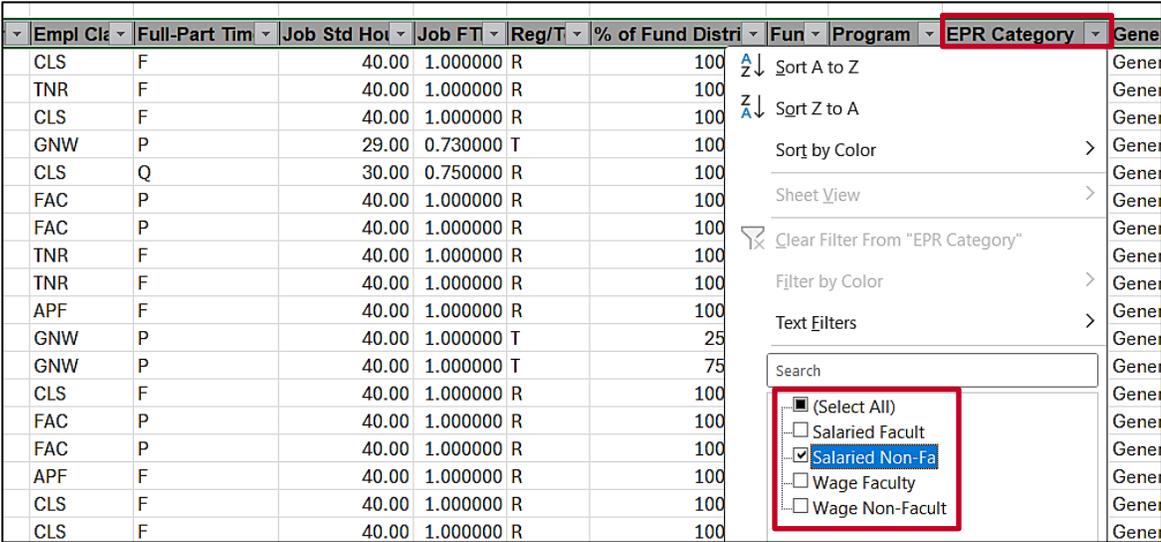
- Validate that the expected reporting month is displayed as the top row of data, and that the certified box is not yet checked.

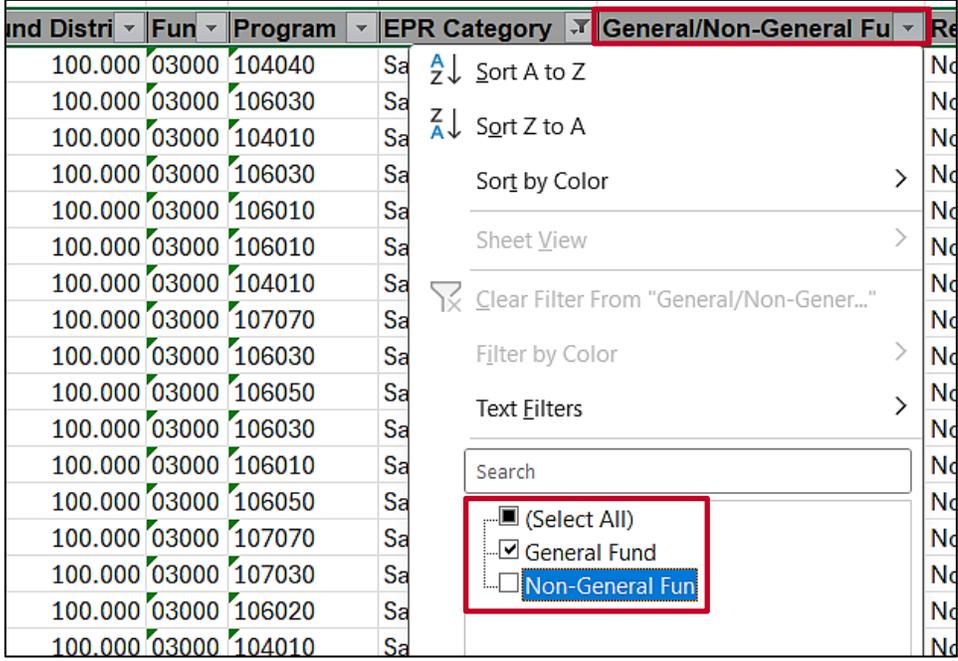
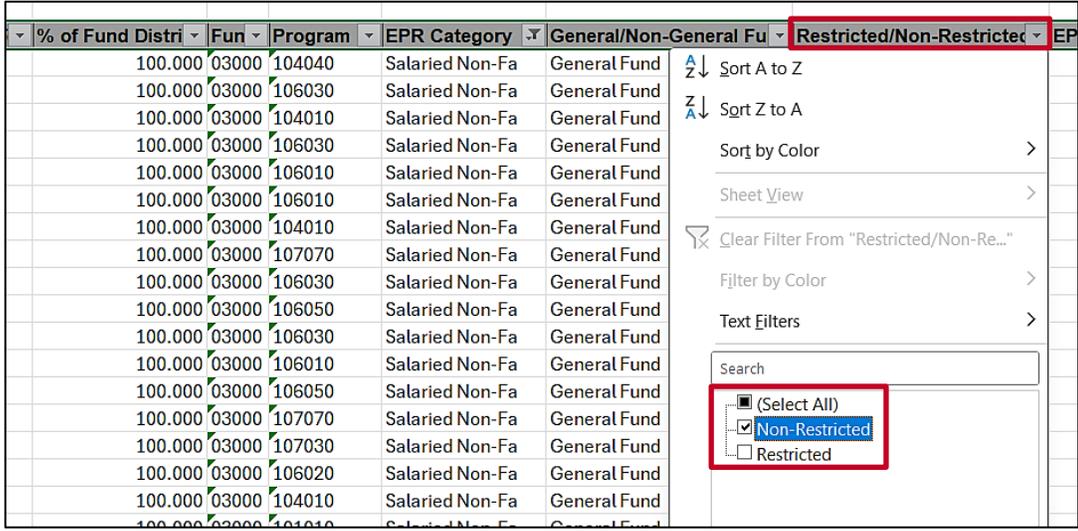
Non-Faculty

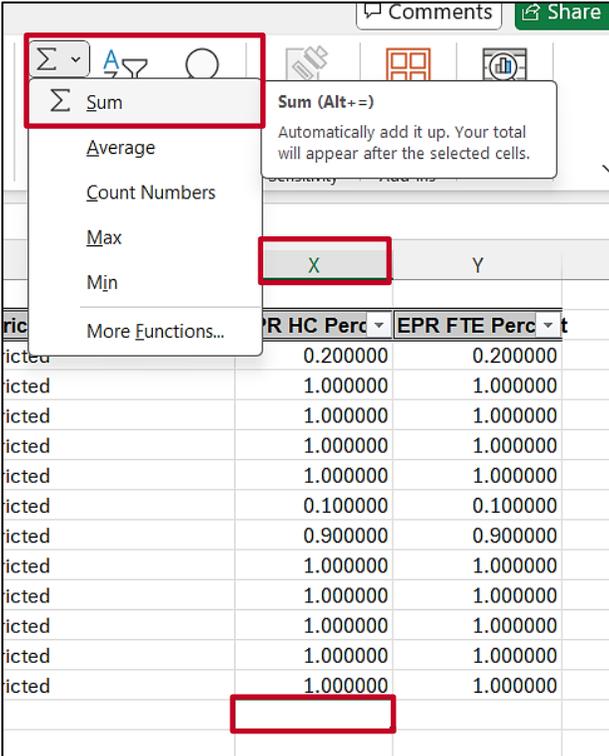
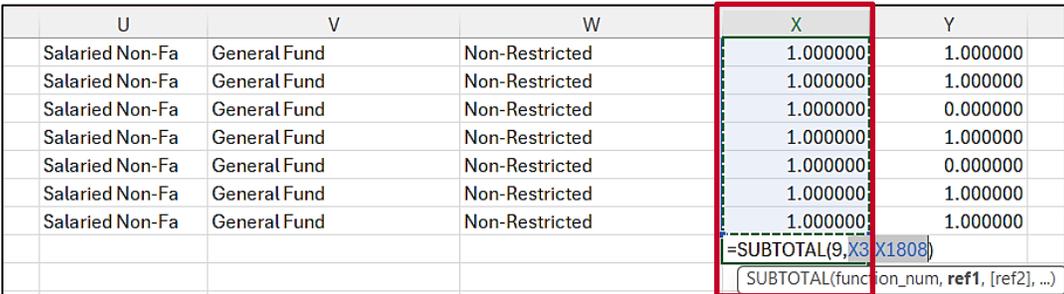
*Effective Date		Restricted Headcount
09/30/2024	General Fund	0.00
<input type="checkbox"/> Certified?	Non-Genl Fund	15.00



Important! Do not click the **Certified** checkbox option until all three tabs have been reviewed and validated.

Step	Action																																																																																																																																																																																														
5.	<p>Verify that the information displayed is correct by navigating to Query Viewer and generate the V_HR_EPR_DATA_VALIDATION query in the Excel format. This query provides the detailed filled position data generating the EPR totals and should be used to confirm accuracy.</p> 																																																																																																																																																																																														
	<p>The query will populate as an Excel spreadsheet on the user's desktop.</p>																																																																																																																																																																																														
6.	<p>Filter the column headers, beginning with the first EPR category to be validated, such as Salaried Non-Fac.</p>  <table border="1" data-bbox="292 888 1453 1430"> <thead> <tr> <th>Empl Clz</th> <th>Full-Part Tim</th> <th>Job Std Hol</th> <th>Job FT</th> <th>Reg/T</th> <th>% of Fund Distri</th> <th>Fun</th> <th>Program</th> <th>EPR Category</th> <th>Gene</th> </tr> </thead> <tbody> <tr><td>CLS</td><td>F</td><td>40.00</td><td>1.000000</td><td>R</td><td>100</td><td></td><td></td><td></td><td>Gene</td></tr> <tr><td>TNR</td><td>F</td><td>40.00</td><td>1.000000</td><td>R</td><td>100</td><td></td><td></td><td></td><td>Gene</td></tr> <tr><td>CLS</td><td>F</td><td>40.00</td><td>1.000000</td><td>R</td><td>100</td><td></td><td></td><td></td><td>Gene</td></tr> <tr><td>GNW</td><td>P</td><td>29.00</td><td>0.730000</td><td>T</td><td>100</td><td></td><td></td><td></td><td>Gene</td></tr> <tr><td>CLS</td><td>Q</td><td>30.00</td><td>0.750000</td><td>R</td><td>100</td><td></td><td></td><td></td><td>Gene</td></tr> <tr><td>FAC</td><td>P</td><td>40.00</td><td>1.000000</td><td>R</td><td>100</td><td></td><td></td><td></td><td>Gene</td></tr> <tr><td>FAC</td><td>P</td><td>40.00</td><td>1.000000</td><td>R</td><td>100</td><td></td><td></td><td></td><td>Gene</td></tr> <tr><td>TNR</td><td>F</td><td>40.00</td><td>1.000000</td><td>R</td><td>100</td><td></td><td></td><td></td><td>Gene</td></tr> <tr><td>TNR</td><td>F</td><td>40.00</td><td>1.000000</td><td>R</td><td>100</td><td></td><td></td><td></td><td>Gene</td></tr> <tr><td>APF</td><td>F</td><td>40.00</td><td>1.000000</td><td>R</td><td>100</td><td></td><td></td><td></td><td>Gene</td></tr> <tr><td>GNW</td><td>P</td><td>40.00</td><td>1.000000</td><td>T</td><td>25</td><td></td><td></td><td></td><td>Gene</td></tr> <tr><td>GNW</td><td>P</td><td>40.00</td><td>1.000000</td><td>T</td><td>75</td><td></td><td></td><td></td><td>Gene</td></tr> <tr><td>CLS</td><td>F</td><td>40.00</td><td>1.000000</td><td>R</td><td>100</td><td></td><td></td><td></td><td>Gene</td></tr> <tr><td>FAC</td><td>P</td><td>40.00</td><td>1.000000</td><td>R</td><td>100</td><td></td><td></td><td></td><td>Gene</td></tr> <tr><td>FAC</td><td>P</td><td>40.00</td><td>1.000000</td><td>R</td><td>100</td><td></td><td></td><td></td><td>Gene</td></tr> <tr><td>APF</td><td>F</td><td>40.00</td><td>1.000000</td><td>R</td><td>100</td><td></td><td></td><td></td><td>Gene</td></tr> <tr><td>CLS</td><td>F</td><td>40.00</td><td>1.000000</td><td>R</td><td>100</td><td></td><td></td><td></td><td>Gene</td></tr> <tr><td>CLS</td><td>F</td><td>40.00</td><td>1.000000</td><td>R</td><td>100</td><td></td><td></td><td></td><td>Gene</td></tr> </tbody> </table>	Empl Clz	Full-Part Tim	Job Std Hol	Job FT	Reg/T	% of Fund Distri	Fun	Program	EPR Category	Gene	CLS	F	40.00	1.000000	R	100				Gene	TNR	F	40.00	1.000000	R	100				Gene	CLS	F	40.00	1.000000	R	100				Gene	GNW	P	29.00	0.730000	T	100				Gene	CLS	Q	30.00	0.750000	R	100				Gene	FAC	P	40.00	1.000000	R	100				Gene	FAC	P	40.00	1.000000	R	100				Gene	TNR	F	40.00	1.000000	R	100				Gene	TNR	F	40.00	1.000000	R	100				Gene	APF	F	40.00	1.000000	R	100				Gene	GNW	P	40.00	1.000000	T	25				Gene	GNW	P	40.00	1.000000	T	75				Gene	CLS	F	40.00	1.000000	R	100				Gene	FAC	P	40.00	1.000000	R	100				Gene	FAC	P	40.00	1.000000	R	100				Gene	APF	F	40.00	1.000000	R	100				Gene	CLS	F	40.00	1.000000	R	100				Gene	CLS	F	40.00	1.000000	R	100				Gene
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Step	Action
7.	<p>Add another filter to focus only on the fund type to be validated.</p>  <p>The screenshot shows a data table with columns: Fund Distri, Fun, Program, EPR Category, General/Non-General Fu, and Re. A dropdown menu is open for the 'General/Non-General Fu' column. The menu options include: Sort A to Z, Sort Z to A, Sort by Color, Sheet View, Clear Filter From "General/Non-Gener...", Filter by Color, and Text Filters. At the bottom of the menu, there is a search box and a list of filter options: (Select All), General Fund (checked), and Non-General Fun (highlighted in blue).</p>
8.	<p>Filter on the Restricted/Non-Restricted column.</p>  <p>The screenshot shows a data table with columns: % of Fund Distri, Fun, Program, EPR Category, General/Non-General Fu, Restricted/Non-Restricted, and EP. A dropdown menu is open for the 'Restricted/Non-Restricted' column. The menu options include: Sort A to Z, Sort Z to A, Sort by Color, Sheet View, Clear Filter From "Restricted/Non-Re...", Filter by Color, and Text Filters. At the bottom of the menu, there is a search box and a list of filter options: (Select All), Non-Restricted (checked and highlighted in blue), and Restricted.</p>

Step	Action
9.	<p>Scroll over to column X and then to the bottom of the dataset, click on the first empty cell, and then click the SUM button.</p> 
10.	<p>Sum the filtered column to retrieve the total Headcount for this category, fund, and position type, shown in this example as the “X” column.</p> 

Step	Action																																																												
11.	<p>Move to next column, shown in this example as the “Y” column, to sum FTE.</p> <table border="1"> <thead> <tr> <th></th> <th>U</th> <th>V</th> <th>W</th> <th>X</th> <th>Y</th> </tr> </thead> <tbody> <tr> <td></td> <td>Salaried Non-Fa</td> <td>General Fund</td> <td>Non-Restricted</td> <td>1.000000</td> <td>1.000000</td> </tr> <tr> <td></td> <td>Salaried Non-Fa</td> <td>General Fund</td> <td>Non-Restricted</td> <td>1.000000</td> <td>1.000000</td> </tr> <tr> <td></td> <td>Salaried Non-Fa</td> <td>General Fund</td> <td>Non-Restricted</td> <td>1.000000</td> <td>0.000000</td> </tr> <tr> <td></td> <td>Salaried Non-Fa</td> <td>General Fund</td> <td>Non-Restricted</td> <td>1.000000</td> <td>1.000000</td> </tr> <tr> <td></td> <td>Salaried Non-Fa</td> <td>General Fund</td> <td>Non-Restricted</td> <td>1.000000</td> <td>0.000000</td> </tr> <tr> <td></td> <td>Salaried Non-Fa</td> <td>General Fund</td> <td>Non-Restricted</td> <td>1.000000</td> <td>1.000000</td> </tr> <tr> <td></td> <td>Salaried Non-Fa</td> <td>General Fund</td> <td>Non-Restricted</td> <td>1.000000</td> <td>1.000000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>=SUBTOTAL(9,X3:X1808)</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td colspan="2">SUBTOTAL(function_num, ref1, [ref2], ...)</td> </tr> </tbody> </table>		U	V	W	X	Y		Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000		Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000		Salaried Non-Fa	General Fund	Non-Restricted	1.000000	0.000000		Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000		Salaried Non-Fa	General Fund	Non-Restricted	1.000000	0.000000		Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000		Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000					=SUBTOTAL(9,X3:X1808)						SUBTOTAL(function_num, ref1, [ref2], ...)	
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12.	Compare the totals with the EPR Tool and if correct, move back up to header column and change filters.																																																												
13.	Filter each fund and position type for both categories (if applicable) and compare with totals in EPR Tool. The data in the spreadsheet and EPR Tool should match.																																																												
	If the data does not match, analyze the details, and look for incorrect job or position funding data populated to the spreadsheet. Review the table under the How the EPR Tool Generates the Counts section of this job aid to ensure that the data is analyzed correctly.																																																												
14.	<p>Click the Faculty tab.</p> 																																																												

Step	Action
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The **Faculty** page displays.

Non-Faculty
Faculty
Totals

Business Unit 23400 Coop Extension & Agr Research

Employee Position Reports

Faculty 1-3 of 36 | View All

Effective Date		Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE
09/30/2024	General Fund	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/> Certified?	Non-Genl Fund	13.00	13.00	27.00	25.00	0.00	0.00

Effective Date		Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE
08/31/2024	General Fund	0.00	0.00	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/> Certified?	Non-Genl Fund	15.00	14.98	32.00	27.66	0.00	0.00

Effective Date		Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE
07/31/2024	General Fund	0.00	0.00	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/> Certified?	Non-Genl Fund	15.00	14.98	29.00	28.66	0.00	0.00

Save
Return to Search
Previous in List
Next in List
Notify

Non-Faculty
Faculty
Totals

Further analysis of General and Non-General funds, as well as positions with split funding, can be conducted by adjusting the filters accordingly. This query also provides the Program (Chartfield2) code for Faculty fund analysis purposes.



	D	R	S	T	U	V	W	X	Y
215	LWUF0284	100.000	03000	101010	Salaried Facult	General Fund	Restricted	1.000000	1.000000
278	LWUF0299	100.000	03000	101010	Salaried Facult	General Fund	Restricted	1.000000	1.000000
317	LWUF0286	100.000	03000	101010	Salaried Facult	General Fund	Restricted	1.000000	1.000000
350	LWUGA075	90.000	03020	110004	Salaried Facult	Non-General Fun	Restricted	0.900000	0.900000
351	LWUGA075	10.000	03000	101010	Salaried Facult	General Fund	Restricted	0.100000	0.100000



Agencies need to see data where position funding is split, therefore employee data will be duplicated based on that split funding as shown above. The Agency Budget Processor understands these funding differences and is a resource, if necessary.

350	LWUGA075	90.000	03020	110004	Salaried Facult	Non-General Fun	Restricted	0.900000	0.900000
351	LWUGA075	10.000	03000	101010	Salaried Facult	General Fund	Restricted	0.100000	0.100000

Determining EPR Counts for Wage Position Data

The EPR Tool generates the Wage headcount and FTE exactly the same way that Salary results are generated. However, with Wage/Temporary workforce, headcount and FTE are to be determined by and reported based on hours actually worked. Therefore, generate the Employee Position Summary Report (RHR019) in both detail and summary formats to determine actual FTE and Headcount totals based on hours worked for wage employees. Please refer to the **Cardinal HCM Human Resources Reports Catalog** which is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Step	Action																																																																								
1.	<p>After determining the Wage EPR counts, overwrite the system generated results with the true counts from the Employee Position Report.</p> <div data-bbox="289 709 1352 1549" style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 10px;"> Non-Faculty Faculty Totals </div> <p>Business Unit 23400 Coop Extension & Agr Research</p> <p>Employee Position Reports</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Non-Faculty 1-3 of 36 View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Effective Date</th> <th></th> <th>Restricted Headcount</th> <th>Restricted FTE</th> <th>Non-Restrict Headcount</th> <th>Non-Restrict FTE</th> <th>Wage Headcount</th> <th>Wage FTE</th> </tr> </thead> <tbody> <tr> <td>09/30/2024</td> <td>General Fund</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td><input type="checkbox"/> Certified?</td> <td>Non-Genl Fund</td> <td>15.00</td> <td>15.00</td> <td>21.00</td> <td>21.00</td> <td>104.00</td> <td>74.21</td> </tr> </tbody> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>08/31/2024</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Effective Date</th> <th></th> <th>Restricted Headcount</th> <th>Restricted FTE</th> <th>Non-Restrict Headcount</th> <th>Non-Restrict FTE</th> <th>Wage Headcount</th> <th>Wage FTE</th> </tr> </thead> <tbody> <tr> <td>08/31/2024</td> <td>General Fund</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certified?</td> <td>Non-Genl Fund</td> <td>15.00</td> <td>15.00</td> <td>21.00</td> <td>21.00</td> <td>105.00</td> <td>75.73</td> </tr> </tbody> </table> </div> <div style="border: 1px solid black; padding: 5px;"> <p>07/31/2024</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Effective Date</th> <th></th> <th>Restricted Headcount</th> <th>Restricted FTE</th> <th>Non-Restrict Headcount</th> <th>Non-Restrict FTE</th> <th>Wage Headcount</th> <th>Wage FTE</th> </tr> </thead> <tbody> <tr> <td>07/31/2024</td> <td>General Fund</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certified?</td> <td>Non-Genl Fund</td> <td>14.00</td> <td>14.00</td> <td>22.00</td> <td>22.00</td> <td>109.00</td> <td>84.53</td> </tr> </tbody> </table> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save Return to Search Previous in List Next in List Notify </div> <p style="font-size: small; margin-top: 5px;">Non-Faculty Faculty Totals</p> </div>	*Effective Date		Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE	09/30/2024	General Fund	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/> Certified?	Non-Genl Fund	15.00	15.00	21.00	21.00	104.00	74.21	*Effective Date		Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE	08/31/2024	General Fund	0.00	0.00	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/> Certified?	Non-Genl Fund	15.00	15.00	21.00	21.00	105.00	75.73	*Effective Date		Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE	07/31/2024	General Fund	0.00	0.00	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/> Certified?	Non-Genl Fund	14.00	14.00	22.00	22.00	109.00	84.53
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Certifying the EPR Tool

The final step after validating and making any necessary changes is to ensure that the **Totals** tab is accurate and certify the EPR totals for the month.

Step	Action																																																																								
1.	<p>If there is updated information on the Non-Faculty and/or Faculty tabs, click the Save button to populate the page to update counts accordingly on the Totals page.</p> <div data-bbox="292 556 1312 1354" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; border-bottom: 1px solid black; margin-bottom: 5px;"> Non-Faculty Faculty Totals </div> <p>Business Unit 23400 Coop Extension & Agr Research</p> <p>Employee Position Reports</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Faculty 1-3 of 36 View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Effective Date</th> <th></th> <th>Restricted Headcount</th> <th>Restricted FTE</th> <th>Non-Restrict Headcount</th> <th>Non-Restrict FTE</th> <th>Wage Headcount</th> <th>Wage FTE</th> </tr> </thead> <tbody> <tr> <td>09/30/2024</td> <td>General Fund</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td><input type="checkbox"/> Certified?</td> <td>Non-Genl Fund</td> <td>13.00</td> <td>13.00</td> <td>27.00</td> <td>25.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Effective Date</th> <th></th> <th>Restricted Headcount</th> <th>Restricted FTE</th> <th>Non-Restrict Headcount</th> <th>Non-Restrict FTE</th> <th>Wage Headcount</th> <th>Wage FTE</th> </tr> </thead> <tbody> <tr> <td>08/31/2024</td> <td>General Fund</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certified?</td> <td>Non-Genl Fund</td> <td>15.00</td> <td>14.98</td> <td>32.00</td> <td>27.66</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Effective Date</th> <th></th> <th>Restricted Headcount</th> <th>Restricted FTE</th> <th>Non-Restrict Headcount</th> <th>Non-Restrict FTE</th> <th>Wage Headcount</th> <th>Wage FTE</th> </tr> </thead> <tbody> <tr> <td>07/31/2024</td> <td>General Fund</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certified?</td> <td>Non-Genl Fund</td> <td>15.00</td> <td>14.98</td> <td>29.00</td> <td>28.66</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Save Return to Search Previous in List Next in List Notify </div> <p style="font-size: small; margin-top: 5px;">Non-Faculty Faculty Totals</p> </div>	Effective Date		Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE	09/30/2024	General Fund	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/> Certified?	Non-Genl Fund	13.00	13.00	27.00	25.00	0.00	0.00	Effective Date		Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE	08/31/2024	General Fund	0.00	0.00	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/> Certified?	Non-Genl Fund	15.00	14.98	32.00	27.66	0.00	0.00	Effective Date		Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE	07/31/2024	General Fund	0.00	0.00	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/> Certified?	Non-Genl Fund	15.00	14.98	29.00	28.66	0.00	0.00
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2.	<p>Click the Totals tab.</p> <div data-bbox="292 1438 841 1617" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; border-bottom: 1px solid black; margin-bottom: 5px;"> Non-Faculty Faculty Totals </div> <p>Business Unit 23400 Coop Extension & Agr Research</p> <p>Employee Position Reports</p> </div>																																																																								

Step	Action
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The **Totals** page displays.

Non-Faculty
Faculty
Totals

Business Unit 23400 Coop Extension & Agr Research

Employee Position Reports

Totals Q | << | 1-3 of 36 | >> | View All

Effective Date	MEL	Salaried Headcount	Salaried FTE	Wage Headcount	Wage FTE	Overall Headcount	Overall FTE
09/30/2024 <input type="checkbox"/> Certified?	144.75	76	74.00	104	74.21	180	148.21
08/31/2024 <input checked="" type="checkbox"/> Certified?	144.75	83	78.64	105	75.73	188	154.37
07/31/2024 <input checked="" type="checkbox"/> Certified?	144.75	80	79.64	109	84.53	189	164.17

Save
Return to Search
Previous in List
Next in List
Notify

Non-Faculty | Faculty | Totals



The counts from previous tabs should sum accurately in these totals. Agencies cannot certify or make updates to the **Totals** tab. Counts in this tab are automatically summed based on the counts in the previous two tabs.

3. Validate the EPR data to ensure everything is correct.

Step	Action																																																																								
4.	<p data-bbox="289 325 1120 361">Return to the Non-Faculty tab and click the Certified checkbox.</p> <div data-bbox="293 378 1429 1270" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Non-Faculty Faculty Totals </div> <p>Business Unit 23400 Coop Extension & Agr Research</p> <p>Employee Position Reports</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Non-Faculty 1-3 of 36 View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Effective Date</th> <th></th> <th>Restricted Headcount</th> <th>Restricted FTE</th> <th>Non-Restrict Headcount</th> <th>Non-Restrict FTE</th> <th>Wage Headcount</th> <th>Wage FTE</th> </tr> </thead> <tbody> <tr> <td>09/30/2024</td> <td>General Fund</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td><input type="checkbox"/> Certified?</td> <td>Non-Genl Fund</td> <td>15.00</td> <td>15.00</td> <td>21.00</td> <td>21.00</td> <td>104.00</td> <td>74.21</td> </tr> </tbody> </table> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>08/31/2024</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Effective Date</th> <th></th> <th>Restricted Headcount</th> <th>Restricted FTE</th> <th>Non-Restrict Headcount</th> <th>Non-Restrict FTE</th> <th>Wage Headcount</th> <th>Wage FTE</th> </tr> </thead> <tbody> <tr> <td>08/31/2024</td> <td>General Fund</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certified?</td> <td>Non-Genl Fund</td> <td>15.00</td> <td>15.00</td> <td>21.00</td> <td>21.00</td> <td>105.00</td> <td>75.73</td> </tr> </tbody> </table> </div> <div style="border: 1px solid gray; padding: 5px;"> <p>07/31/2024</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Effective Date</th> <th></th> <th>Restricted Headcount</th> <th>Restricted FTE</th> <th>Non-Restrict Headcount</th> <th>Non-Restrict FTE</th> <th>Wage Headcount</th> <th>Wage FTE</th> </tr> </thead> <tbody> <tr> <td>07/31/2024</td> <td>General Fund</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certified?</td> <td>Non-Genl Fund</td> <td>14.00</td> <td>14.00</td> <td>22.00</td> <td>22.00</td> <td>109.00</td> <td>84.53</td> </tr> </tbody> </table> </div> <div style="margin-top: 10px;"> Save Return to Search Previous in List Next in List Notify </div> <p style="font-size: small; margin-top: 5px;">Non-Faculty Faculty Totals</p> </div>	*Effective Date		Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE	09/30/2024	General Fund	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/> Certified?	Non-Genl Fund	15.00	15.00	21.00	21.00	104.00	74.21	*Effective Date		Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE	08/31/2024	General Fund	0.00	0.00	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/> Certified?	Non-Genl Fund	15.00	15.00	21.00	21.00	105.00	75.73	*Effective Date		Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE	07/31/2024	General Fund	0.00	0.00	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/> Certified?	Non-Genl Fund	14.00	14.00	22.00	22.00	109.00	84.53
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	<p>Selecting the “Certified” checkbox will update the certified checkboxes on all three tabs.</p>																																																																								
5.	<p>Click the Save button.</p> <div data-bbox="293 1474 966 1600" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid gray; margin-bottom: 5px;"> Save Return to Search Previous in List Next in List Notify </div> <p style="font-size: small; margin-top: 5px;">Non-Faculty Faculty Totals</p> </div>																																																																								
	<p>Once the data is certified and saved, the page cannot be uncertified or changed. Validate that all data is correct before clicking the Save button. If totals are certified incorrectly, please contact DHRM via iHelp@dhrm.virginia.gov.</p>																																																																								

Additional Resources Regarding Employee Position Report (EPR) Tool

Details to run each of the following reports and queries are included in the Cardinal Human Resources Reports Catalog. The Cardinal Reports Catalogs are available on the Cardinal website under **Resources**.

- **V_HR_EPR_DATA_VALIDATION Query** – Use this query to validate that the EPR counts are accurate by category, position type, and funding type. This query provides the details and simply requires agencies to generate, filter, sum, and compare results to the counts on the EPR Tool
- **V_HR_EPR_AUDIT Query** – Provides changes that were made to the counts within the EPR Tool. Also provides User and DATE/TIME changes were made
- **Employee Position Summary Report (RHR019)** – Hourly employees only. Used by Cardinal Payroll agencies to determine true hourly FTE and headcount based upon actual hours wage employees work in the month. This report pulls data from paid time based on funding codes used on wage employees' timesheets. **Menu > Workforce Administration > Job Information > Reports > Employee Position Report**
- **V_HR_JOB_DATA Query** – Additional resource used to verify restricted vs. non-restricted filled positions. Used to verify salaried FTE based on FTE/Standard hours in Job Data.
- **V_HR_POSN_DFLT_EMPL_DATA Query** – Additional resource used to verify the funding sources of salaried and wage employees (general vs non-general funded at department or position level).
- **Position Summary Report (RHR471)** – May assist agencies with verifying total filled positions at a point in time (as of xx/30/xxxx)
- **HR351_Employee Class Overview** – Provides details regarding Employee Class and interpreting Acronyms
- **HR351_Position Chart field Assignment and Update** – To assist with understanding budget fund codes and Chart fields
- **Cardinal HCM Human Resource Reports Catalog** – Provides details regarding how to generate reports and queries and when to use them