Cardinal HCM: Benefits Administrators Day 1 Guide
1 message

This communication is being sent to Benefits Administrators (BAs) for Release 3 agencies.

The Cardinal Human Capital Management (HCM) application is now live for all users! As a Benefits Administrator, you have key activities that should be completed as soon as possible.

1. Validate converted health enrollments by running the Cardinal Enrollment Report (BN350). This report will provide information previously viewed on the BES Enrollment Report.
2. Key benefit enrollments for any life event transactions held during the freeze period. For information on keying a benefit enrollment, see the BN361 Completing a Manual Event job aid.
   Note: Check out the BN361_Life Event Tool which is designed to assist BAs in determining the date that should be entered on the BAS Activity Table when creating new Life Events.
3. Run the Leave of Absence Report (HR205) to familiarize yourself with employees who are on unpaid leave of absence (LOA). Cardinal **will not** automatically terminate healthcare benefits for employees on unpaid leave; coverage remains active **until** agency HR staff terminates the employee's job record in Cardinal or the agency BA keys a manual event to terminate benefits.
4. Run the Benefit Eligibility Audits (RBN301) report to see all employees and associated dependents approaching an age-related milestone that require health care enrollment changes in order to remain compliant with policy. This report also identifies outstanding approvals for new dependents and disabled dependents who may need to be re-certified as disabled.
5. In Cardinal, VRS retirement plans, MissionSquare (formerly ICMA-RC) deferred compensation plans, and Fringe Benefits Management Company (FBMC) 403b plans are set up and maintained in Benefits.
   a. Vendor interfaces will maintain ongoing employee enrollments.
   b. The agency Benefits Administrator (BA), instead of the Payroll Administrator/Officer, will be responsible for monitoring the related interface error reports listed below and will need to make/coordinate necessary corrections. Run these two reports to monitor for interface errors. They will need to be run monthly going forward.
      - October 4 - VNAV Elections Upload Err Report (RHR149)
      - October 5 - FBMC Upload Error Report (RPY458), ICMA Upload Error Report (RHR148), Employer Cash Match Error Report (RPY373)

Refer to the Cardinal HCM Reports Catalog for all available reports and queries.

- Use the following job aids on to step through how to run a query and/or report.
  - NAV225_Running an HCM Query

- NAV225_Generating an HCM Report

If you have any questions regarding this communication, please submit a help desk ticket to vccc@vita.virginia.gov with "**Cardinal**" in the subject line. Be sure to include your name, email address, and a phone number where you can be reached.

Regards,

The Cardinal HCM Team