
Cardinal HCM: HR Administrators Day 1 Guide

1 message

The Cardinal Project <cardinal-comms@public.govdelivery.com>

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Reply-To: cardinal-comms@public.govdelivery.com

To: projectcardinal@doa.virginia.gov

This communication is being sent to all HR Administrators for Release 3 agencies.



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

1. Enter any job transactions (e.g., new hires) held during the [freeze period](#).
All Termination (TER), Paid Leave of Absence (PLA), Paid Leave Extension (PLE), Unpaid Leave of Absence (LOA), Return From Leave (RFL), Suspension (SUS), Pay Change (PAY), and Transfer (XFR) transactions with an effective date between September 14 through September 23, 2022 for SM1 and September 30, 2022 for SM2 should have been submitted to Cardinal in Task #98C: Complete Workbook for HR Data Effective During the Freeze Period (R3 Final) and **cannot be keyed** by agencies.

Note: Be mindful of effective dates when entering transactions. You cannot make a position change that is effective dated prior to the most current job data row because that position change must insert a respective change on job data. Once saved, you cannot update an effective dated row. Please refer to the latest edition of the HR351 or HR352 job aids on the [Cardinal website](#) and follow the instructions closely.
2. Validate data appears correctly in Cardinal HCM, including converted data (refer to Task #96C: Review Conversion Results), as well as data submitted in Task #98C: Complete Workbook and keyed by the Cardinal team. Note: Task information is only available for Change Network members; if you need information from the file, please contact your agency's [Change Network Primary Contact](#).
3. Update email data where necessary, as emails are a critical component to accessing Cardinal HCM:
Run the Missing Email Query (V_HR_MISSING_EMAIL) to confirm a valid email address has been entered for every HR Personal Data record established and review for accuracy.
 1. Both a business email address and a personal email address can be established for each employee. However, a business email address is required for all Core users.
 2. Employees with an email address of noemail@virginia.gov will NOT be able to log into Cardinal HCM to access employee self-service features.
Note: More details on email maintenance will be provided in a newsletter letter that will be distributed on October 5, 2022.
4. Process any necessary inter-agency transfers. These will need to be entered as a termination of the existing job record in the sending agency and entered as a new hire/rehire

record in the receiving agency.

1. For more detailed information on performing an inter-agency transfer, please see the job aid, [HR351_Managing an Inter-Agency Transfer](#).
 2. Unless terminated in Cardinal HCM, employees will continue to be paid and/or benefited in Cardinal by that agency.
5. Run the Personal Data Query (V_HR_PERSONAL_DATA) and consult your previous HR system of record or employee personnel files to update your employees' legal gender if it converted as "Unknown". Unknown gender will impact benefit eligibility.
6. Run the Position Data Information Query (V_HR_POSITION_DATA) and the Job Data Query (V_HR_JOB_QUERY) to verify the job data converted accurately into Cardinal HCM.
7. Refer to the [Cardinal HCM Reports Catalog](#) for available reports and queries. Use the following job aids to step through how to run a query and/or report.
1. [NAV225_Running an HCM Query](#)
 2. [NAV225_Generating an HCM Report](#)
8. Interfacing agencies will need to submit files, review error reports, and take appropriate corrective action in a timely manner. Interfacing agencies should already have HR upload error reports available from Cardinal pre-go-live interface processing. Agencies should review all errors/warnings from this first interface run. Any errors should be addressed by either resubmitting a corrected upload file for processing in the next nightly batch or entering the data online in Cardinal. **HR data directly impacts employee health benefits and payroll.**
9. Complete the following manual updates if you received a communication from the Cardinal team:
1. [Manual Updates for Employees in Layoff Status](#)
 2. [Manual Updates for Employees with Foreign or Missing Addresses](#)

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