

Cardinal HCM: HR003 and HR296 Interface File Updates for Maintain Teleworkers

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To: Cardinal Project <ProjectCardinal@doa.virginia.gov>

This communication is being sent to Cardinal HCM agencies using the HR003 Employee Data Upload and/or the HR296 Employee Data Extract, and directed to the Interface Functional Contacts and Interface Technical Contacts who are responsible for changes to agency interfaces and systems.

HR Directors and HR Administrators for these interfacing agencies have been included in this email for informational purposes.

Please forward this information to additional resources, as appropriate.



As [communicated](#) by DHRM on 12/9/2022, Cardinal will be making several changes to enable the tracking and reporting of approved Teleworking Agreements in Cardinal HCM.

These changes will impact the HR003 Employee Data Upload and HR296 Employee Data Extract interfaces. Interfacing agencies should initiate any necessary programming changes to their agency-based systems and/or interfaces to accommodate the changes listed below, in accordance with the regression testing and phased implementation dates outlined later in this communication.

HR003 Employee Data Upload Update

Starting 2/6/2023, the following values in the V_EMP_WORK_MODE field (file position 1035 – 1035) will be changing as follows:

- **W** - “Office/Facility Worker” description and intended use will change to “Employee Eligible for Telework”*
- **I** – will be added to denote “Employee Ineligible for Telework”*
- **M** - will remain “Mobile Worker”

After 2/28/2023, the following values will **no longer be available**:

- **T** - “Full-time Teleworker”
- **H** - “Hybrid Teleworker”
- **L** - “Limited Teleworker”

If the field is left as **blank** in the HR003 interface file, Cardinal will **default** the value to “W” (Employee Eligible for Telework).

If values of “T”, “H” or “L” are sent in the HR003 file after 2/28/2023, it will result in a Job Data transaction level **error** for invalid value.

HR296 Employee Data Extract Update

Starting 2/6/2023, the values in the V_EMP_WORK_MODE field (file position 1277 – 1277) will be changing as follows:

- **W** - “Office/Facility Worker” description and intended use will change to “Employee Eligible for Telework”*
- **I** - will be added to denote “Employee Ineligible for Telework”*
- **M** - will remain “Mobile Worker”

After 2/28/2023, the following values will **no longer be available**:

- **T** - “Full-time Teleworker”
- **H** - “Hybrid Teleworker”
- **L** - “Limited Teleworker”

***Important:** The V_EMP_WORK_MODE (Employee Eligible for Telework) field should not be confused with the AVAIL_TELEWORK_POS (Available for Telework) field on Position Data. The AVAIL_TELEWORK_POS field strictly refers to the position itself, and not the individual filling it.

Implementation Schedule

Changes will be migrated to the Cardinal HCM Production environment in two phases:

Phase 1 - Monday, February 6, 2023:

- The new/updated valid values of “W” and “I” will become available.
- “M” will remain available, as is.
- “W” will be the default value if the V_EMP_WORK_MODE field in the HR003 file is left as blank.
- The values of “T”, “H”, and “L” will remain available to allow agencies the opportunity to update the Employee Eligible for Teleworking field for active employees by the deadline of Tuesday, February 28, 2023.

Phase 2 - Tuesday, February 28, 2023:

- The values of “T”, “H”, and “L” will be inactivated and will no longer be valid values in the V_EMP_WORK_MODE field.
- If the values of “T”, “H”, and “L” are sent in the V_EMP_WORK_MODE field in the HR003 file, it will result in a Job Data transaction level error for invalid value.

An updated copy of the HR296 Employee Data Extract file layout will be posted on the [Cardinal Website](#) > Resources > [Agency Interface Layouts](#) when the V_EMP_WORK_MODE field changes are migrated to the Cardinal HCM Production environment.

Interface Regression Testing

Cardinal will provide agencies using the HR003 and/or HR296 interfaces an opportunity to exchange files with Cardinal in order to regression test the above changes. The window for regression testing will be between **Tuesday, January 17, 2023 and Tuesday, January 31, 2023**. Reference the testing scenario most appropriate for your agency:

Scenario 1- Agencies using the HR003 Employee Data Upload **only**

- Cardinal will process the test upload file(s) that are posted to the agency HCM_Inbound folder on the Cardinal HCM **Test** File server and provide information back to the agency to validate the test results.

Scenario 2 - Agencies using the HR296 Employee Data Extract **only**

- Cardinal will stage test transactions and then generate and post the extract file(s) that reflect those changes to the agency HCM_Outbound folder on the Cardinal HCM **Test** File server. The agency will use the HR296 extract to validate the test results.

Scenario 3 - Agencies using the HR003 Employee Data Upload **and** HR296 Employee Data Extract

- Cardinal will first process the upload file(s) that are posted to the agency HCM_Inbound folder on the Cardinal HCM **Test** File server. Then, Cardinal will generate and post the extract file(s) that reflect the changes submitted by the agency to the agency HCM_Outbound folder on the Cardinal HCM **Test** File server. The agency will use the HR296 extract to validate the test results.

Interfacing agencies may elect to opt out of this regression testing opportunity. We request that interfacing agencies designate either the Interface Functional Contact or Interface Technical Contact to complete the response via [form](#) indicating whether they plan on participating or opting out of regression testing by **Monday, January 9, 2023**.

Please email the Cardinal Project at projectcardinal@doa.virginia.gov if you have any questions regarding the above communication.

The Cardinal Team

