

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

Sent: Tuesday, October 3, 2023 11:00 AM

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

Subject: Cardinal HCM: Daily VRS File Update

This communication is being sent to HR Administrators, BN Administrators, and Payroll Administrators of all Cardinal HCM Payroll Agencies.



We are pleased to announce that as of Thursday, September 28, 2023, future-dated elections have been integrated into the Virginia Retirement System (VRS) VNAV Elections Upload file, which is processed by Cardinal. In close collaboration with VRS, we have successfully implemented the necessary adjustments to include future-dated transactions within the file.

For further guidance and details, please consult the Agency Responsibilities section outlined in the July 26 Daily VRS File [communication](#). The Cardinal PPS Benefits Team remains committed to addressing any retirement and hybrid savings plan errors that may arise from the VRS VNAV Election Upload into Cardinal HCM.

We sincerely appreciate your patience throughout this process as we diligently worked to resolve this issue and enhance our system to better align with your agency requirements.

Thank you for your cooperation and understanding.

Questions?

Submit a help desk ticket to vccc@vita.virginia.gov and include “**Cardinal - ...**” in the subject line with a brief summary for routing.

- In the email, provide detailed information about your issue (i.e., functional area, page, actions, error).
- Include your name, email address, and a phone number where you can be reached.

Regards,
The Cardinal Team