

Updating an Employee Expense Profile Overview

An employee profile must be entered in Cardinal before:

- An employee can be granted access to Cardinal
- An employee’s travel or expense transactions can be entered or reimbursed

The employee profile contains the employee’s name, address, employee status, Agency Business Unit, Department, supervisor, cash advance level, and payment information (such as EDI bank account information).

Employee Profiles are added/updated by an Agency HR Administrator in Cardinal HCM and these additions/updates are synced to Cardinal Financials. Limited updates to the Employee Profile pages are permitted by Agency users with the Employee Profile Sync Maintenance role.

Adding a Proxy

In order to have expense transactions entered, every employee must have at least one proxy (authorized user) set up. After creating the employee profile, be sure to add a proxy or proxies for every employee profile created. For more detailed information about how to authorize a proxy, see the job aid titled **AP315 Authorizing a Proxy for an Employee** located on the Cardinal website in **Job Aids** under **Learning**.

The Cardinal Remittance Electronic Data Interchange (REDI) Authentication Interface process verifies all newly created employee accounts in the REDI Virginia system.

Banking information is interfaced daily from the Cardinal Human Capital Management (HCM) system. The DOA EDI Coordinators have access to enter this information when necessary (e.g., when HCM update has not yet been processed).

Navigation Note: Please note that you may see a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Accounts Payable Job Aid

AP316_Updating an Employee Expense Profile

AP316_Updating an Employee Expense Profile

Employee Working for Multiple Cardinal Agencies

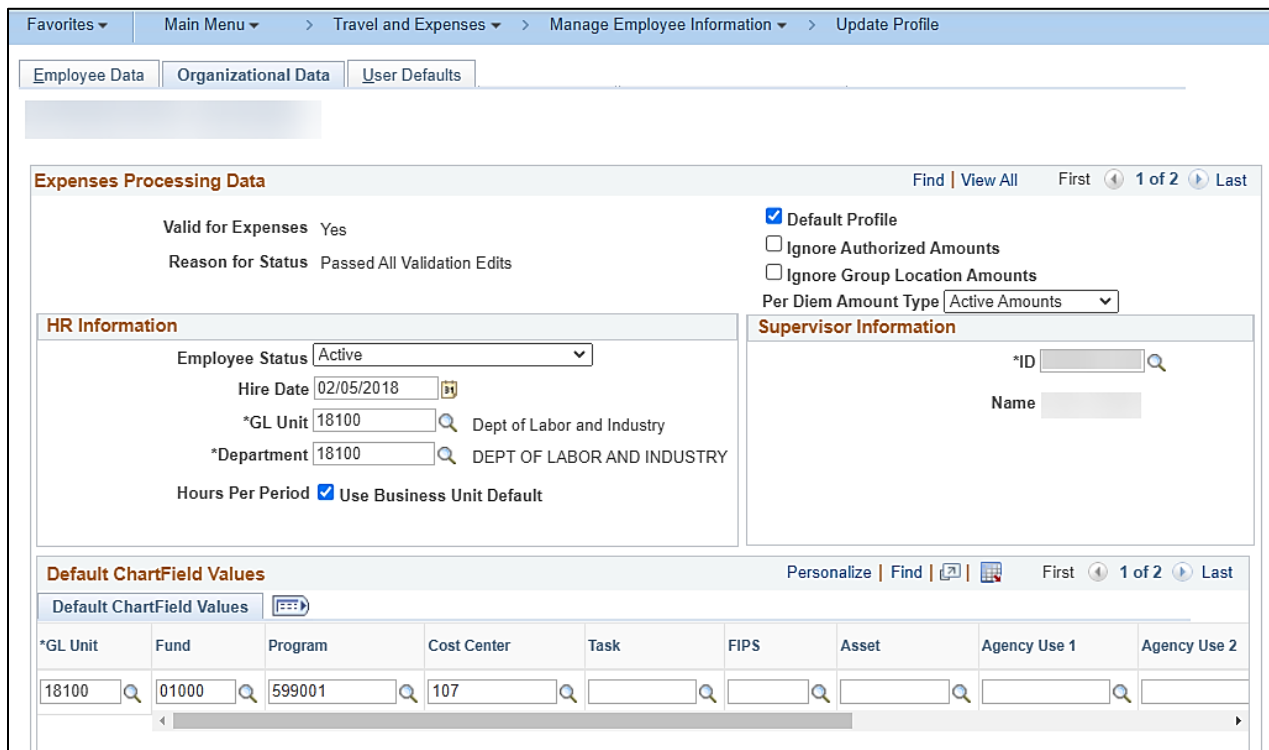
If the employee is working for more than one state Agency, a profile must be created in HCM for each Agency from which the employee is requesting a reimbursement of expenses:

1. Employees working in multiple Agencies will be setup with one Employee Profile associated to multiple Agency records reflecting each job (i.e., Employee Record Number).
2. In Cardinal HCM, each employee will only have one Cardinal Employee ID.

Only one Employee Record Number can be set as “Default” and Expense transactions (Expenses, Travel Authorizations, and Cash Advances) can only be created against the record marked as “Default”. When an Agency needs to submit transactions for a different Employee Record Number (job) other than the one marked as “Default”, the “Default” checkbox on the Employee Profile must be updated accordingly before creating the transactions.

The screenshot provided below highlights the key changes of the HCM impacts to the “Organizational Data” tab for the Employee Profile page:

- Multiple Employee Records
- **Default Profile** checkbox (can be updated to the record of expense transaction)
- HR and Supervisor information are synced from HCM and therefore are grayed out. Supervisor information is based on the “Reports To” from HCM and cannot be modified
- Default ChartField Values can be updated as needed



Expenses Processing Data

Valid for Expenses Yes
Reason for Status Passed All Validation Edits

Default Profile
 Ignore Authorized Amounts
 Ignore Group Location Amounts
Per Diem Amount Type Active Amounts

HR Information

Employee Status Active
Hire Date 02/05/2018
*GL Unit 18100 Dept of Labor and Industry
*Department 18100 DEPT OF LABOR AND INDUSTRY
Hours Per Period Use Business Unit Default

Supervisor Information

*ID
Name

Default ChartField Values

*GL Unit	Fund	Program	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2
18100	01000	599001	107					

Updating an Employee Profile Overview

If the Employee Profile already exists, there are various reasons why it may need to be updated.

The edits to the Employee Profile for these three scenarios would need to be made by an HR Administrator in Cardinal HCM:

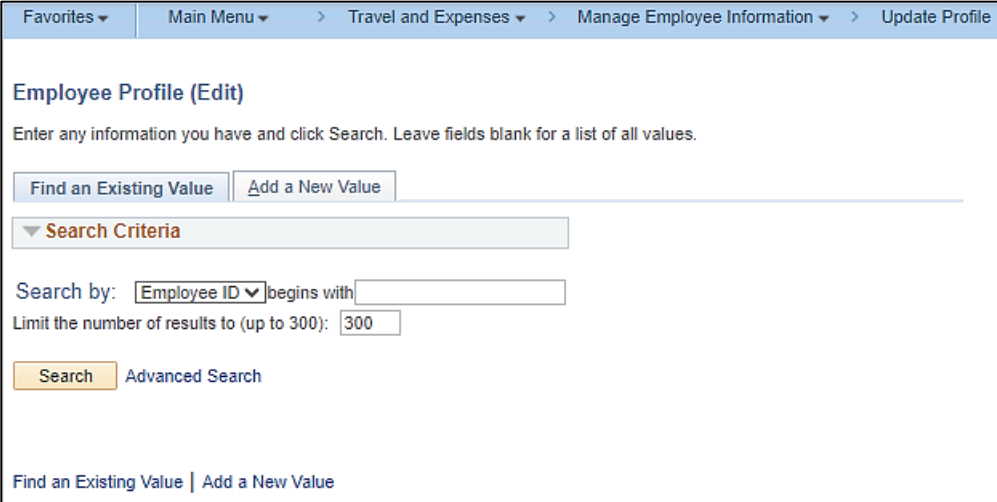
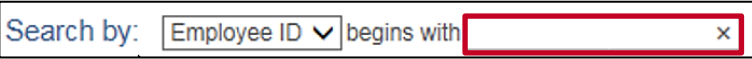

- Employee works for the Agency and requires changes (e.g., moves to another Department, assigned to a new supervisor, etc.)
- Employee moves from one state Agency to another state Agency
- Employee leaves the Agency and their status needs to be updated to terminate

The following edits to the Employee Profile are made by an employee with the Employee Profile Sync Maintenance role:

- Update the “Default ChartField Values” section on the **Employee Profile Organizational Data** page
- Update information on the **User Defaults** page
- Changing the **Default Profile** checkbox for employees with multiple records so that the expenses can be submitted by the related Agency

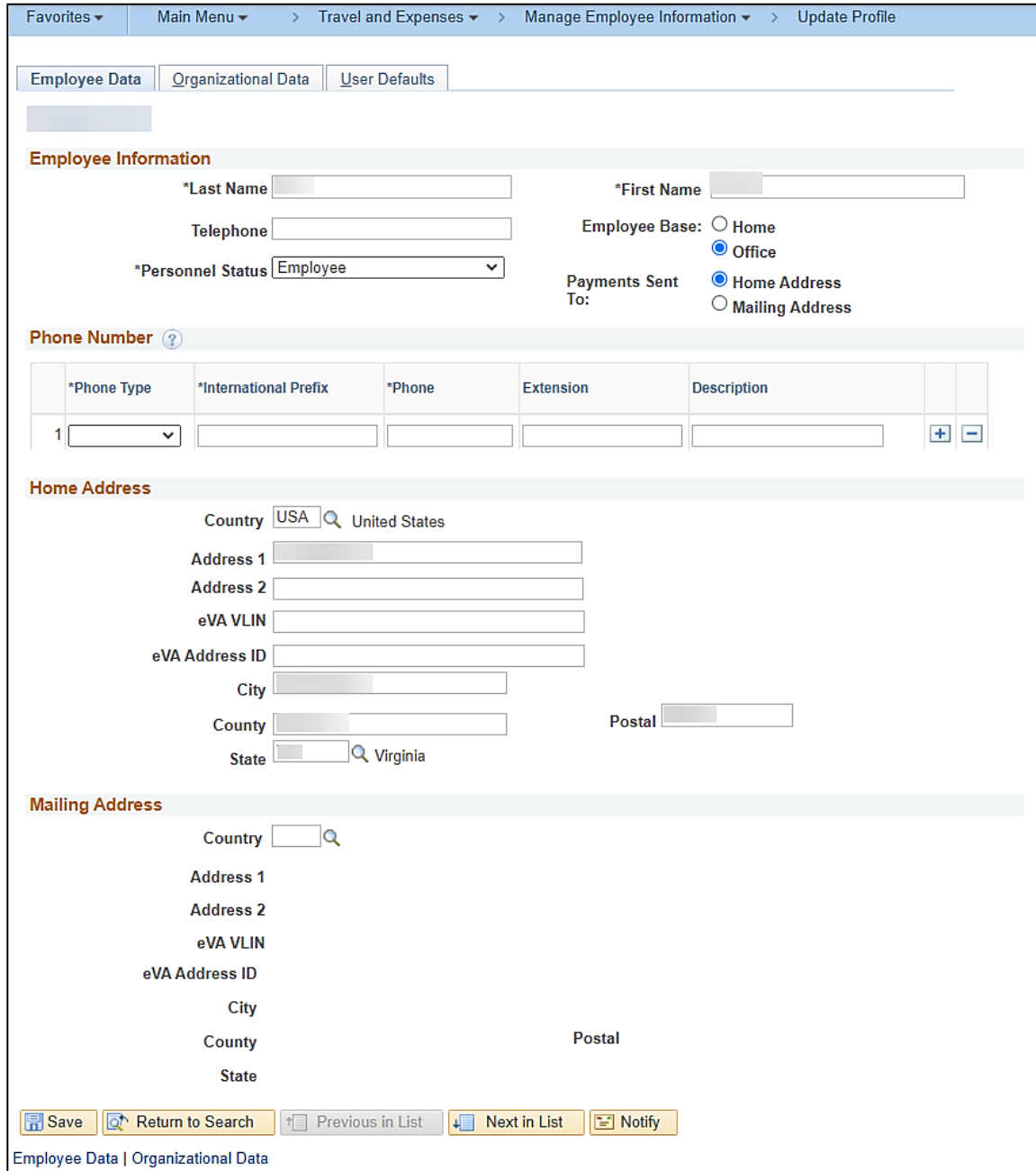
Updating the Default ChartField Values and Users Defaults

The **Default ChartField Values** section is updated on the **Employee Profile Organization Data** page and information may also be updated on the **User Defaults** page.

Step	Action
1.	Navigate to the Employee Profile (Edit) page using the following path: Main Menu > Travel and Expenses > Manage Employee Information > Update Profile
	<p>The Employee Profile (Edit) Search page displays with the Find an Existing Value tab displayed by default.</p> 
2.	Enter the employee's Employee ID in the Employee ID field. 
3.	Click the Search button. 

Step	Action
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The **Employee Profile** page displays with the **Employee Data** tab displayed by default.



Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Manage Employee Information ▾ > Update Profile

Employee Data | Organizational Data | User Defaults

Employee Information

*Last Name *First Name
 Telephone Employee Base: Home Office
 *Personnel Status Payments Sent Home Address Mailing Address
 To:

Phone Number ?

*Phone Type	*International Prefix	*Phone	Extension	Description
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Home Address

Country
 Address 1
 Address 2
 eVA VLIN
 eVA Address ID
 City
 County Postal
 State

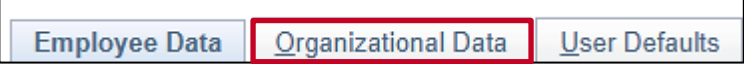
Mailing Address

Country
 Address 1
 Address 2
 eVA VLIN
 eVA Address ID
 City
 County Postal
 State

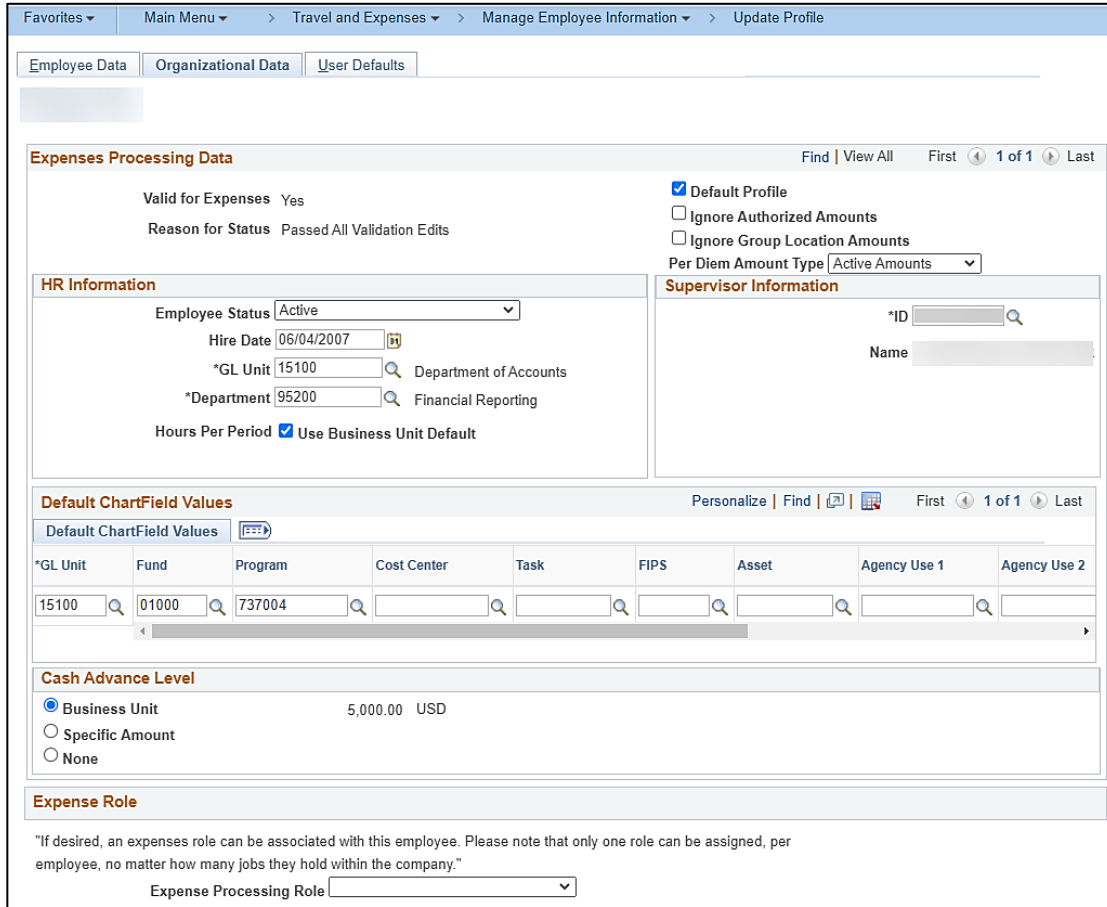
Employee Data | Organizational Data



This tab displays the employee's address which is synced from Cardinal HCM from the Personal Data information. If this information is incorrect, work with an Agency HR Administrator to have it updated in Cardinal HCM which will update this information.

Step	Action
4.	Click the Organizational Data tab. 

The **Organizational Data** tab displays.



Expenses Processing Data Find | View All First 1 of 1 Last

Valid for Expenses Yes
Reason for Status Passed All Validation Edits

Default Profile
 Ignore Authorized Amounts
 Ignore Group Location Amounts
 Per Diem Amount Type Active Amounts

HR Information

Employee Status Active
 Hire Date 06/04/2007
 *GL Unit 15100 Department of Accounts
 *Department 95200 Financial Reporting
 Hours Per Period Use Business Unit Default

Supervisor Information

*ID
 Name

Default ChartField Values Personalize | Find | First 1 of 1 Last

*GL Unit	Fund	Program	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2
15100	01000	737004						

Cash Advance Level

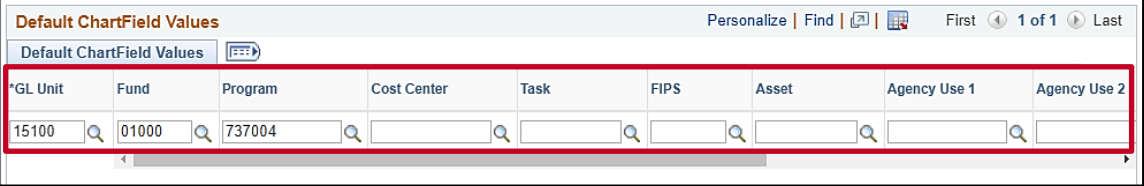
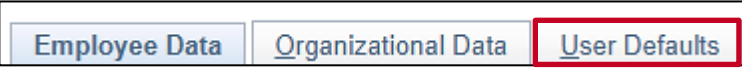
Business Unit 5,000.00 USD
 Specific Amount
 None

Expense Role

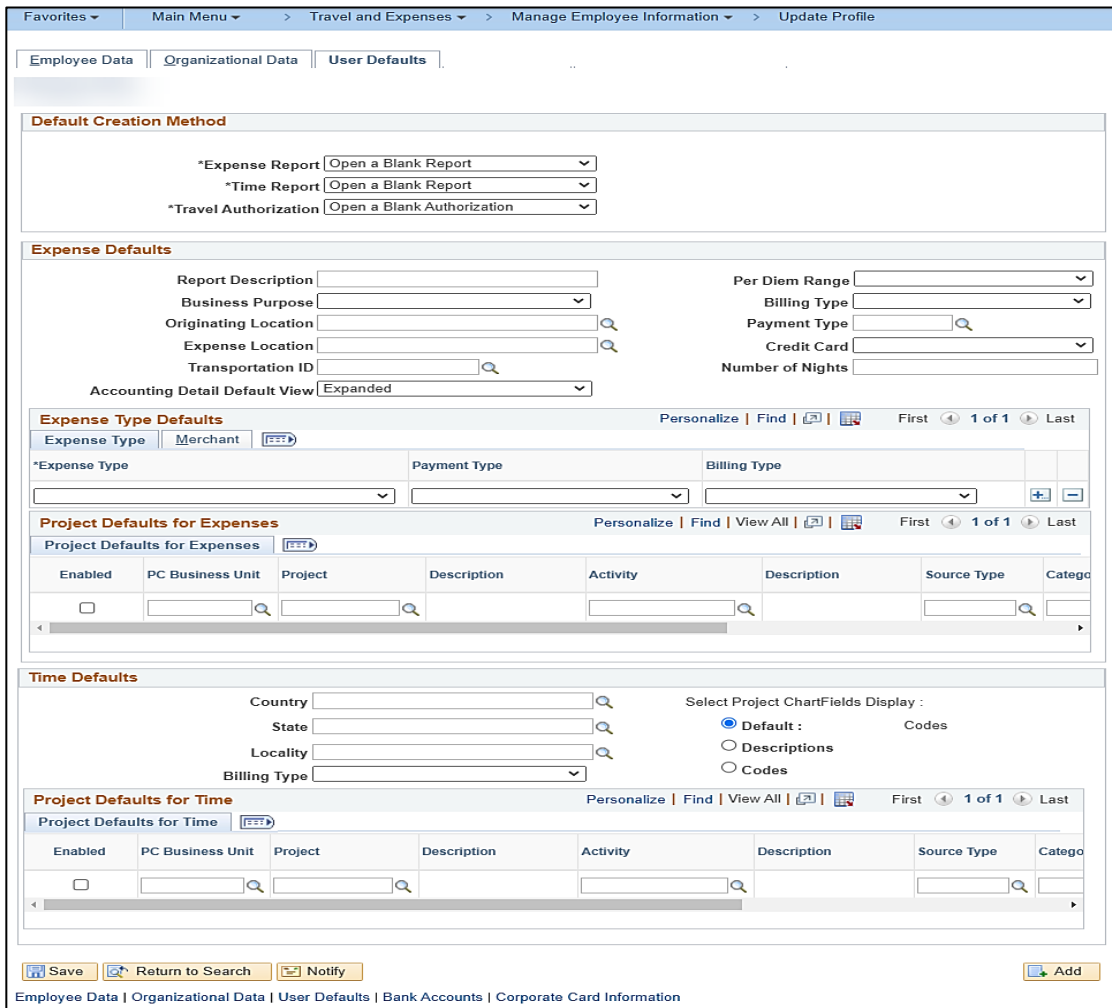
"If desired, an expenses role can be associated with this employee. Please note that only one role can be assigned, per employee, no matter how many jobs they hold within the company."
 Expense Processing Role



Review the data in the **HR Information** section which is synced from Cardinal HCM to verify accuracy. If anything is incorrect, work with an Agency HR Administrator to make the appropriate updates in HCM and those changes will sync and update the employee profile.

Step	Action
5.	Review and update the default ChartField Values in the Default ChartField Values section if necessary. 
6.	Click the User Defaults tab. 



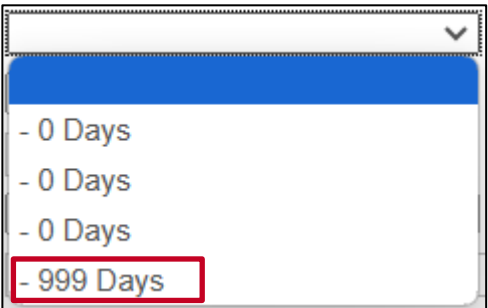

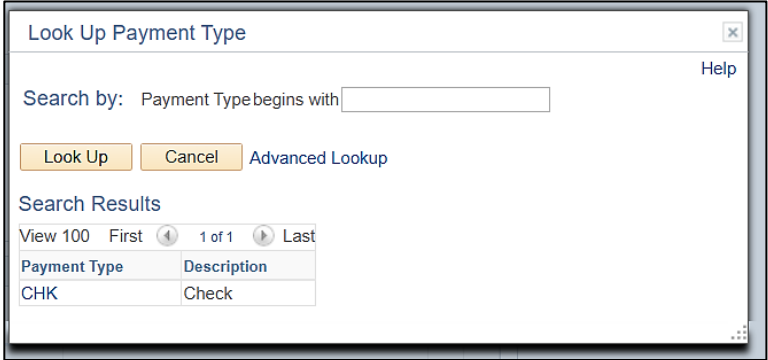
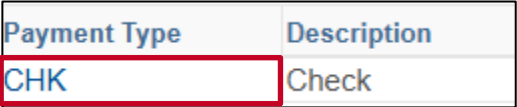
The **User Defaults** tab displays.


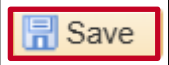


The screenshot shows the 'User Defaults' tab selected in the 'Update Profile' section. The interface includes several sections for configuring defaults:

- Default Creation Method:** Includes dropdowns for Expense Report, Time Report, and Travel Authorization, all set to 'Open a Blank Report/Authorization'.
- Expense Defaults:** Includes fields for Report Description, Business Purpose, Originating Location, Expense Location, Transportation ID, Per Diem Range, Billing Type, Payment Type, Credit Card, and Number of Nights.
- Expense Type Defaults:** A table for defining defaults for specific expense types, currently showing 'Merchant'.
- Project Defaults for Expenses:** A table for defining defaults for various projects, including Enabled, PC Business Unit, Project, Description, Activity, and Source Type.
- Time Defaults:** Includes fields for Country, State, Locality, Billing Type, and a radio button selection for 'Select Project ChartFields Display' (Default: Codes).
- Project Defaults for Time:** A table for defining defaults for various projects, including Enabled, PC Business Unit, Project, Description, Activity, and Source Type.

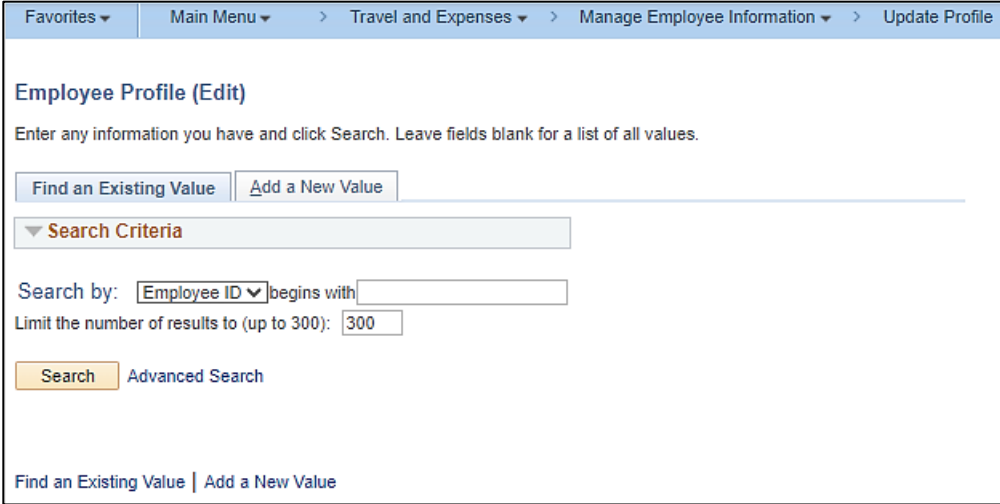
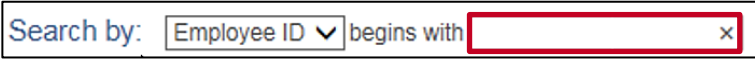
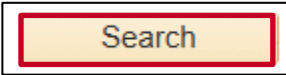
At the bottom, there are buttons for Save, Return to Search, Notify, and Add, along with a breadcrumb trail: Employee Data | Organizational Data | User Defaults | Bank Accounts | Corporate Card Information.

Step	Action
	<p>This page allows the user to specify defaults that will reduce the data entry required by the expenses employee and processor when entering expense transactions.</p> <p>The Time Defaults section of this page is not used in Cardinal.</p>
7.	<p>Click the Per Diem Range dropdown button in the Expense Defaults section.</p> 
8.	<p>Click the “999 Days” list item.</p> 
9.	<p>Click the Payment Type Look Up icon.</p> 
<p>The Look Up Payment Type page displays in a pop-up window.</p> 	
10.	<p>Click the “CHK” link which is the only option.</p> 

Step	Action
11.	Verify that the Accounting Detail Default View field is set to “Expanded”. 
12.	Click the Save button. 

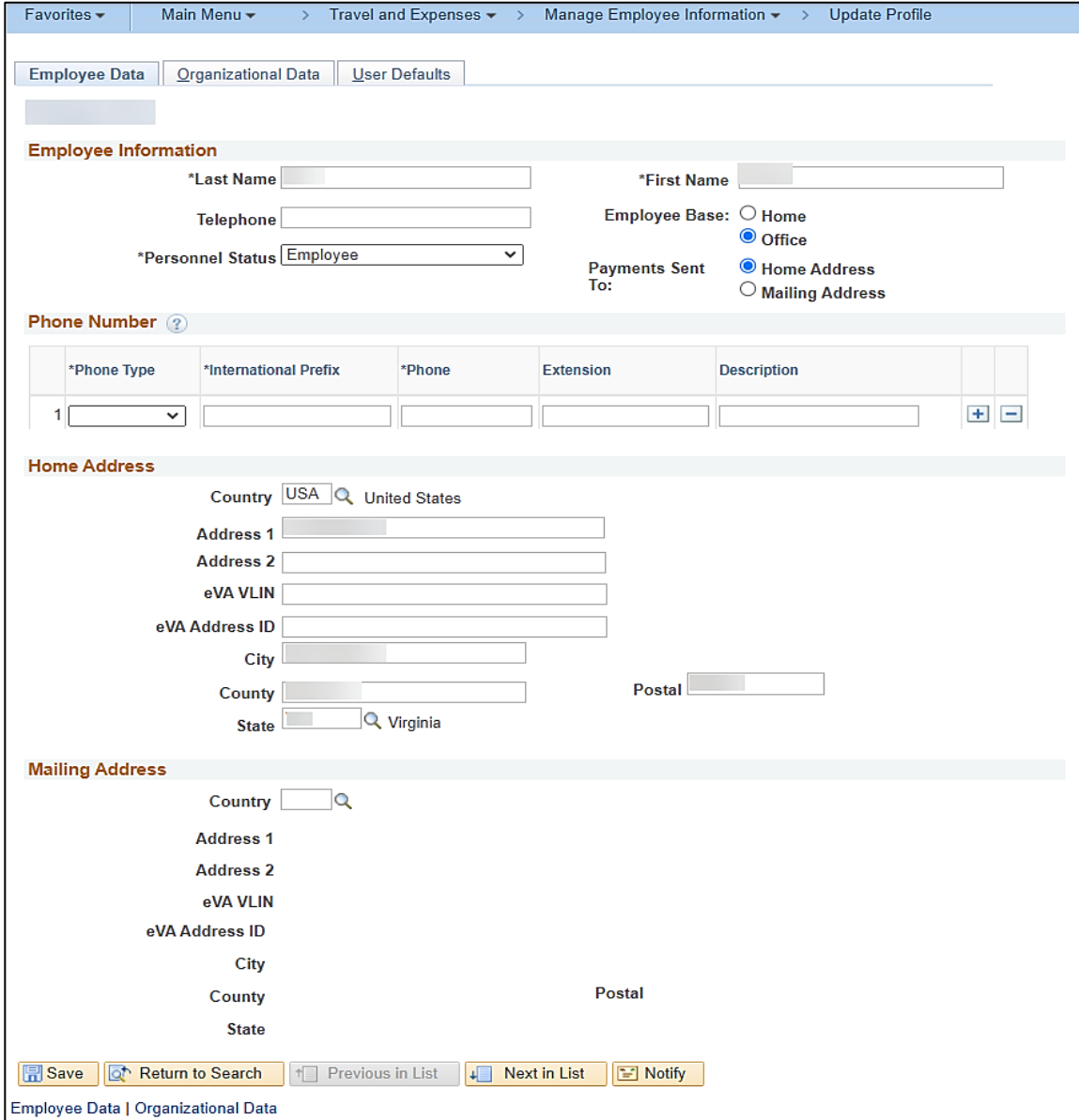
Changing the Employee Profile Default Profile Checkbox

If an employee has multiple employee records, change the Default Profile checkbox for the submitting Agency so that the expenses can be submitted by the related Agency.

Step	Action
1.	Navigate to the Employee Profile (Edit) page using the following path: Main Menu > Travel and Expenses > Manage Employee Information > Update Profile
	<p>The Employee Profile (Edit) Search page displays with the Find an Existing Value tab displayed by default.</p> 
2.	Enter the employee's Employee ID in the Employee ID field. 
3.	Click the Search button. 

Step	Action
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The **Employee Profile** page displays with the **Employee Data** tab displayed by default.

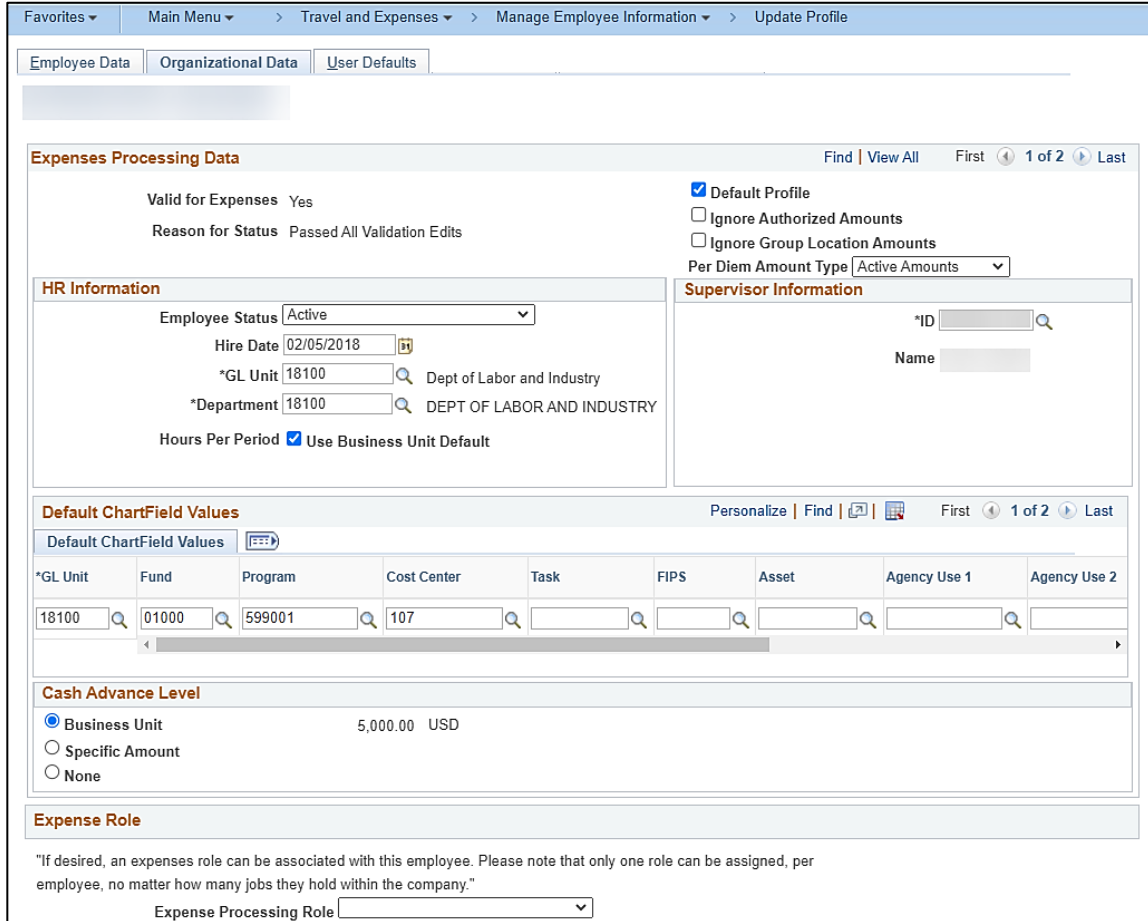


The screenshot shows the 'Update Profile' page with the 'Employee Data' tab selected. The page contains several sections: 'Employee Information' with fields for Last Name, First Name, Telephone, and Personnel Status; 'Phone Number' with a table for adding phone entries; 'Home Address' with fields for Country, Address 1, Address 2, eVA VLIN, eVA Address ID, City, County, State, and Postal; and 'Mailing Address' with similar fields. At the bottom, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, and Notify.

4.	<p>Click the Organizational Data tab.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> Employee Data <u>Organizational Data</u> User Defaults </div>
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Step	Action
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The **Organizational Data** tab displays.



Expenses Processing Data Find | View All First 1 of 2 Last

Valid for Expenses Yes
Reason for Status Passed All Validation Edits

Default Profile
 Ignore Authorized Amounts
 Ignore Group Location Amounts
 Per Diem Amount Type Active Amounts

HR Information

Employee Status Active
 Hire Date 02/05/2018
 *GL Unit 18100 Dept of Labor and Industry
 *Department 18100 DEPT OF LABOR AND INDUSTRY
 Hours Per Period Use Business Unit Default

Supervisor Information

*ID
 Name

Default ChartField Values Personalize | Find | First 1 of 2 Last

*GL Unit	Fund	Program	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2
18100	01000	599001	107					

Cash Advance Level

Business Unit 5,000.00 USD
 Specific Amount
 None

Expense Role

If desired, an expenses role can be associated with this employee. Please note that only one role can be assigned, per employee, no matter how many jobs they hold within the company.

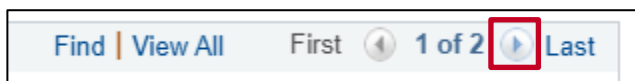
Expense Processing Role



When an employee has multiple employee records, the **Default Profile** checkbox may need to be updated in order to record an expense transaction to the employee record that it is being processed for. The **Expenses Processing Data** section displays 1 of 2 and the **Default Profile** checkbox will be selected on one of the records. If the **Default Profile** checkbox is not selected for the correct employee record, update it by completing the following steps.

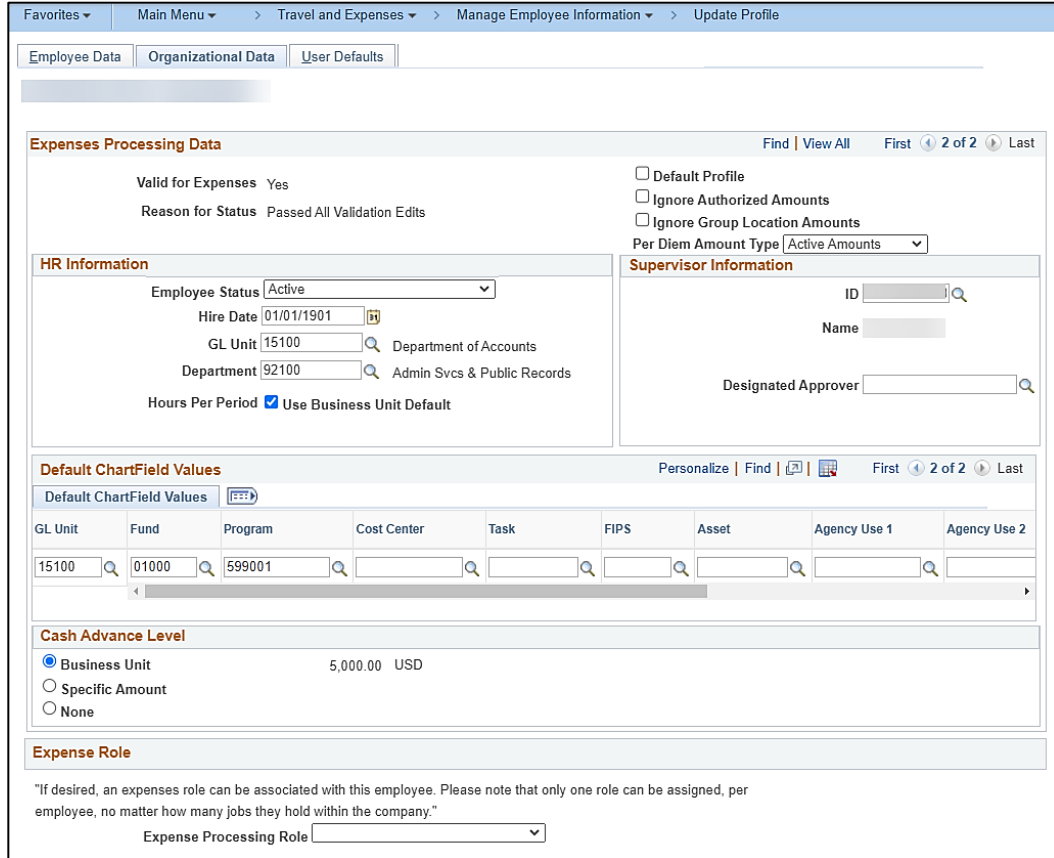
5.

Click the navigation arrow at the top of the **Expenses Processing Data** section to view the second employee record for the employee.






Step	Action
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The **User Defaults** tab displays.



The screenshot shows the 'Update Profile' page with the 'User Defaults' tab selected. The 'Expenses Processing Data' section includes a 'Default Profile' checkbox, which is highlighted with a red box. Other sections include HR Information (Employee Status: Active, Hire Date: 01/01/1901, GL Unit: 15100, Department: 92100), Supervisor Information (ID, Name, Designated Approver), Default ChartField Values (table with columns: GL Unit, Fund, Program, Cost Center, Task, FIPS, Asset, Agency Use 1, Agency Use 2), Cash Advance Level (Business Unit selected, 5,000.00 USD), and Expense Role (Expense Processing Role dropdown).

6.	<p>Click the Default Profile checkbox.</p> 
7.	<p>Click the Save button.</p> 
	<p>Expense transactions can now be processed for the employee for this selected employee record.</p>

Employee Moved from One Cardinal Agency to Another Cardinal Agency

If an employee has moved to an Agency from another Cardinal Agency, there are several steps that need to be completed by both Agencies.

Example: If an employee is leaving Agency A and moving to Agency B**Agency A must:**

- Have an HR Administrator change the employee status on the profile to “Terminated” for the Agency
- If this employee is a Supervisor (approving other employee’s expenses at your agency), have an HR Administrator remove the employee from the Supervisor role for all impacted employees and update with new Supervisor
- Delete all proxies for that employee. For more details, see the Job Aid titled **AP315_Authorizing a Proxy for an Employee** located on the Cardinal Website in **Job Aids** under **Learning**

Agency B must:

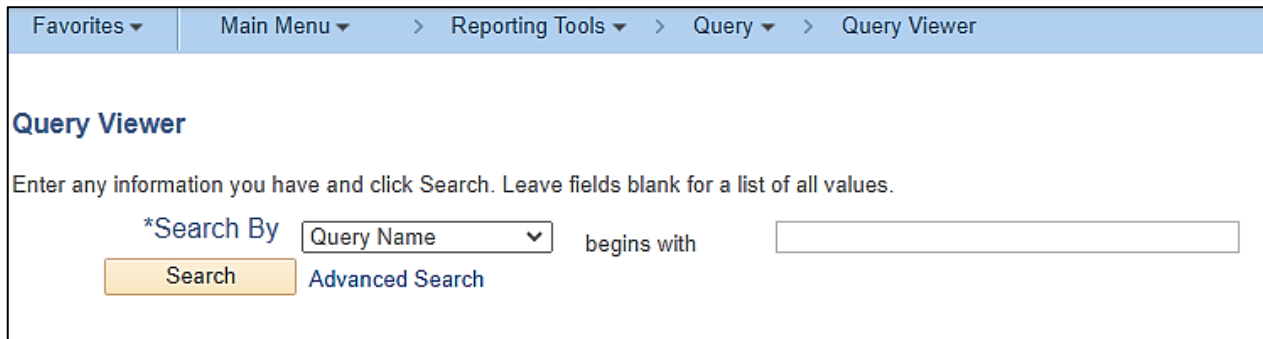
- The Expense Employee profile information will be synced from Cardinal HCM to Cardinal Financials (FIN)
- Add a proxy/proxies for the employee. For more details, see the Job Aid titled **AP315_Authorizing a Proxy for an Employee** located on the Cardinal Website in **Job Aids** under **Learning**

Viewing Transactions in Progress prior to Changing the Employee Profile Status to Terminated

When an employee no longer works for an Agency, there are some necessary steps to take before the Employee Profile Status is changed to “Terminated”. The user will need to verify that all Expense transactions have been either paid or deleted, and there are no items in the queue for the employee to approve. After this verification, contact an HR Administrator to update the Employee Profile to a status of “Terminated”.

Step	Action
1.	Navigate to the Query Viewer page to identify any transactions in progress using the following path: Main Menu > Reporting Tools > Query > Query Viewer

The **Query Viewer** page displays.



The screenshot shows the top navigation bar with 'Main Menu > Reporting Tools > Query > Query Viewer'. Below the header, the title 'Query Viewer' is displayed. A search instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search form includes a dropdown menu for '*Search By' set to 'Query Name', a text input field for 'begins with', a 'Search' button, and a link for 'Advanced Search'.

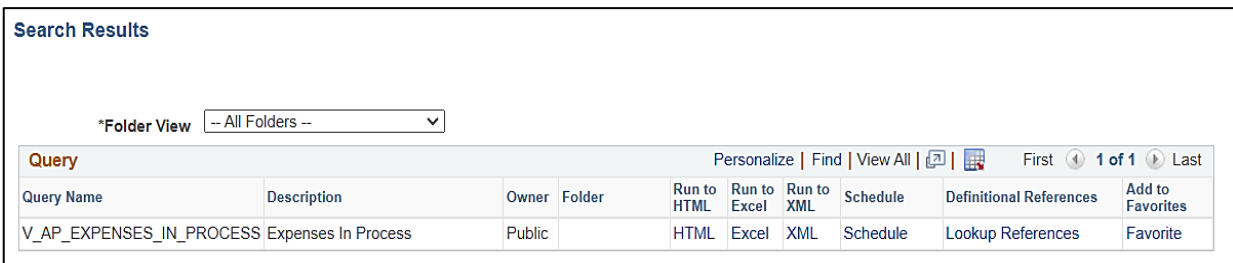
2.	Enter “V_AP_EXPENSES_IN_PROCESS” in the Query Name field.
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*Search By Query Name begins with

3.	Click the Search button.
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Search

The Query displays in the **Search Results** section.




The screenshot shows the 'Search Results' section with a dropdown for '*Folder View' set to '-- All Folders --'. Below is a table with one result:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_AP_EXPENSES_IN_PROCESS	Expenses In Process	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite



Accounts Payable Job Aid

AP316_Updating an Employee Profile

Step	Action
4.	Click the Excel link in the Run to Excel column. 

The Query displays.

V_AP_EXPENSES_IN_PROCESS - Expenses In Process


Business Unit (% for all)

Dept ID (% for all)

[View Results](#)

Row	Report Type	Business Unit	Department ID	Current Approver User ID	Approver Type	Report ID	Report Status	Employee ID	Employee Name	Report Description	Total Amt	Amt Due Employee	Budget Status	Accounting Date	Submit Date	Entered By Userid	Out of Policy	Duplicates Exist	Associated Travel Auth ID	Associated Advance ID	Associated Advance Amt
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5.	Enter the Agency Business Unit in the Business Unit field. 
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6.	Enter a specific Department ID in the Dept ID field or “%” for all Departments. 
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7.	Click the View Results button. 
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The query downloads to Excel.

Report Type	Business Unit	Department	Current Approver User ID	Approver Ty	Report ID	Report Status	Employee ID	Employee Name	Report Description	Total Amt	Amt Due Employee	Budget Status	Accounting Date	Submit Date
Expense Report	15100	95200		EXAPPRVER	0000421631	Submitted for Approval	0044299280C		Project Management	378.56	378.56	N		9/11/2024
Expense Report	15100	95200		EXAPPRVER	0000421632	Submitted for Approval	0044299280C		Meeting	131.75	131.75	N		10/25/2024
Expense Report	15100	95200			0000421626	Approved for Payment	0044299280C		Meeting	135.50	135.50	V		7/19/2024
Expense Report	15100	95200			0000421627	Denied	0044299280C		Meeting	135.50	135.50	N		7/19/2024
Expense Report	15100	95200			0000421628	Pending	0037029110C		meeting	44.25	44.25	N		7/19/2024
Expense Report	15100	95200			0000421629	Approved for Payment	0044299280C		Meeting	131.75	131.75	V		7/22/2024
Expense Report	15100	95200			0000421630	Pending	0044299280C		Project Management	378.56	378.56	N		7/22/2024

8.	Review the results to determine if the employee that needs to be terminated has any transaction(s) in progress. If so, ensure they are approved or deleted as appropriate.
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	Once all items are clear and the employee does not display on the list, start the process to terminate the employee in Cardinal.
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Terminating the Employee in Cardinal

Contact an Agency HR Administrator to update the Employee Profile to a status of "Terminated".