AP316_Updating an Employee Expense Profile

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.

Table of Contents

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:

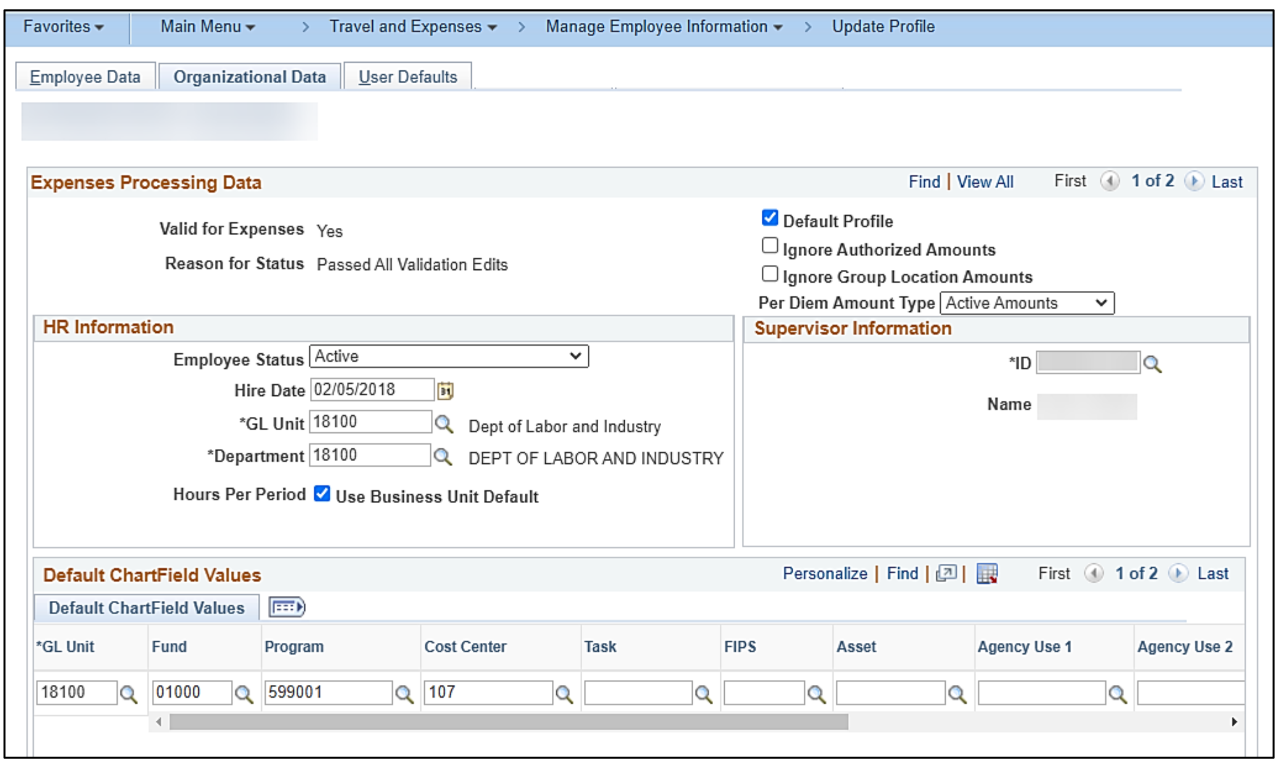
1. Employees working in multiple Agencies will be setup with one Employee Profile associated to multiple Agency records reflecting each job (i.e., Employee Record Number).

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



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:

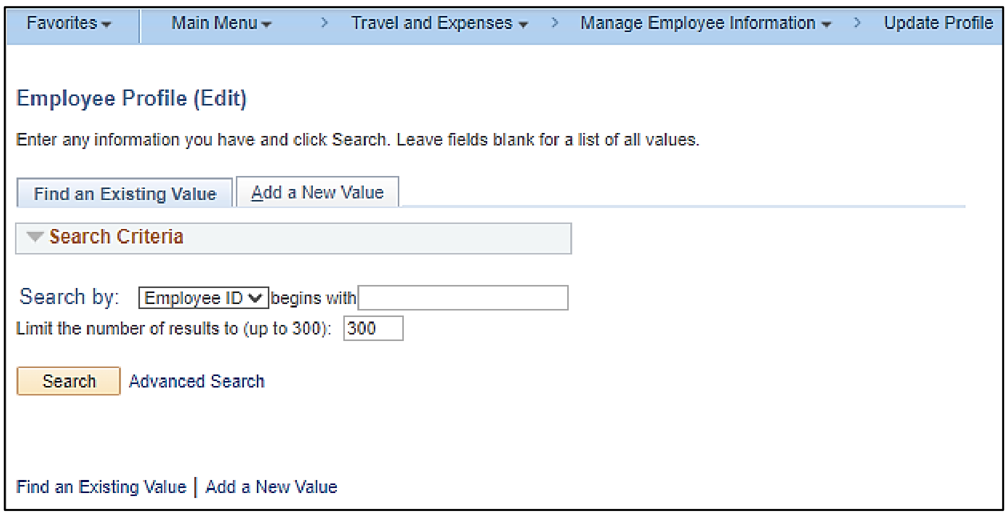
- Employee works for the Agency and requires changes (e.g., moves to another Department, assigned to a new supervisor, etc.)
- Employee moves from one state Agency to another state Agency
- Employee leaves the Agency and their status needs to be updated to terminate

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

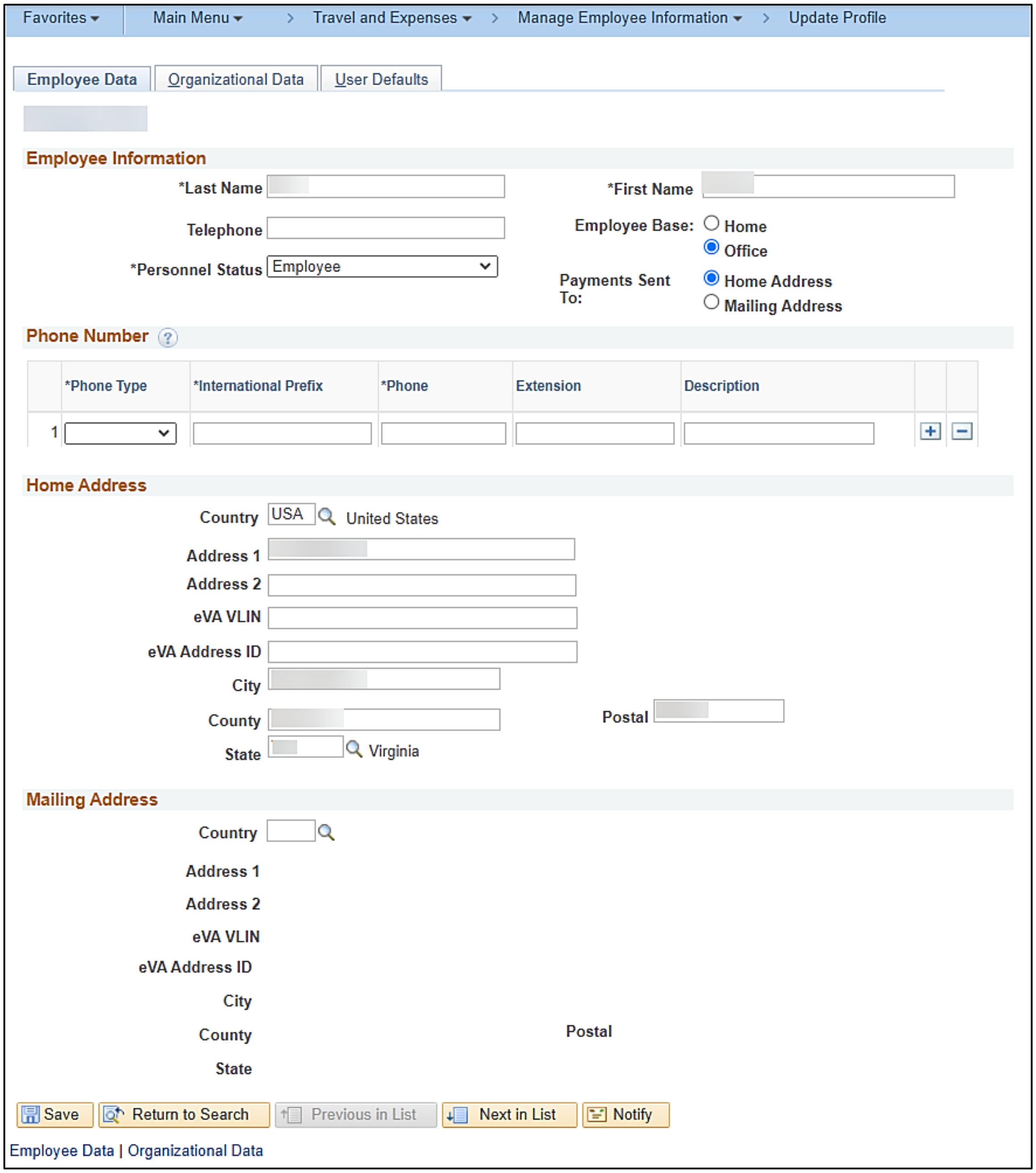
The **Default ChartField Values** section is updated on the **Employee Profile Organization Data** page and information may also be updated on the **User Defaults** page.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Employee Profile (Edit) page using the following path:
Main Menu > Travel and Expenses > Manage Employee Information > Update Profile</td></tr>
<tr><td colspan="2">The Employee Profile (Edit) Search page displays with the Find an Existing Value tab displayed by default.

</td></tr>
<tr><td>2.</td><td>Enter the employee’s Employee ID in the Employee ID field.

</td></tr>
<tr><td>3.</td><td>Click the Search button.

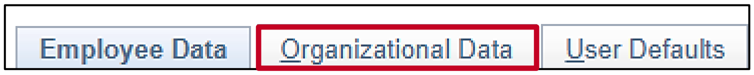
</td></tr>
</table>

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

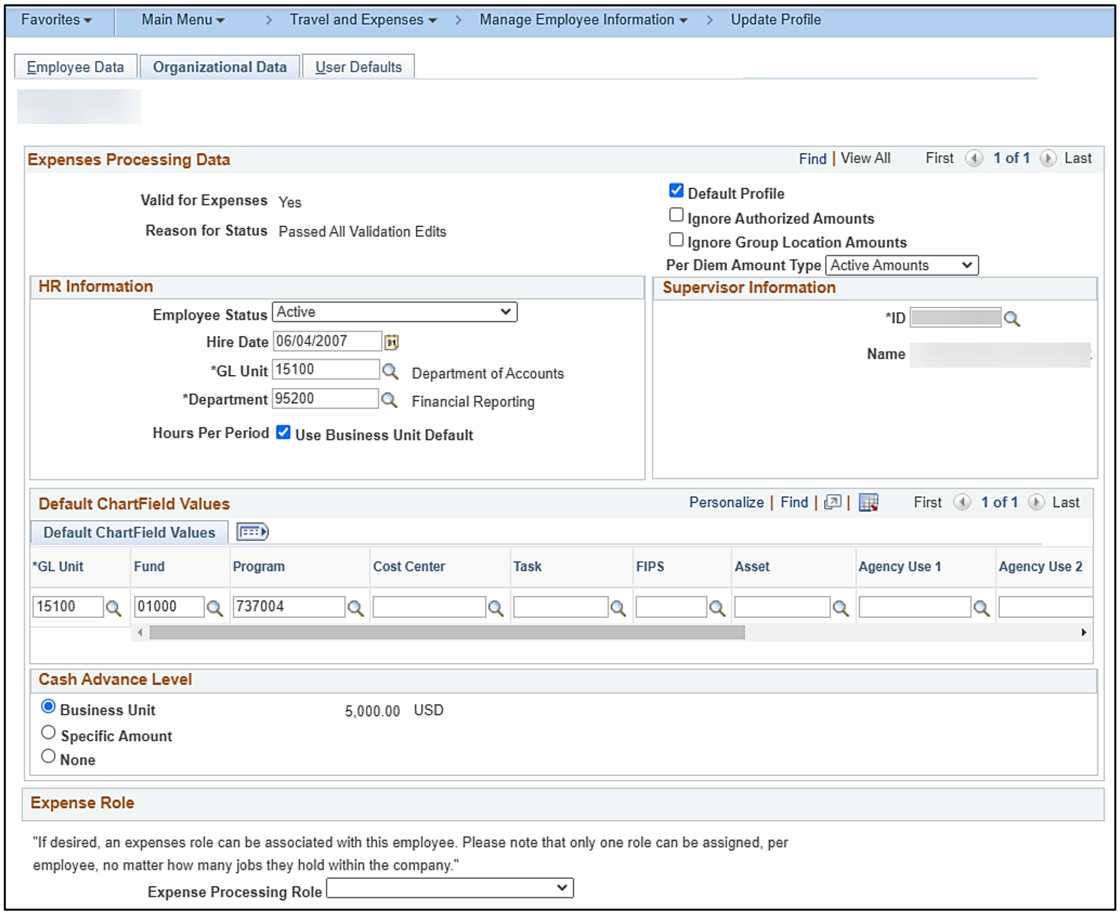


ℹ	This tab displays the employee's address which is synced from Cardinal HCM from the Personal Data information. If this information is incorrect, work with an Agency HR Administrator to have it updated in Cardinal HCM which will update this information.

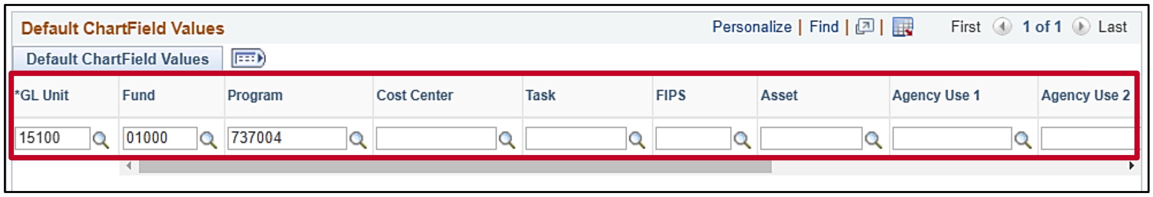
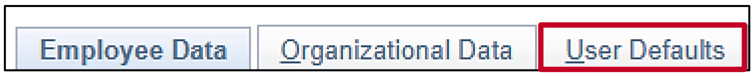
Step	Action
4.	Click the **Organizational Data** tab.



The **Organizational Data** tab displays.



	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. 

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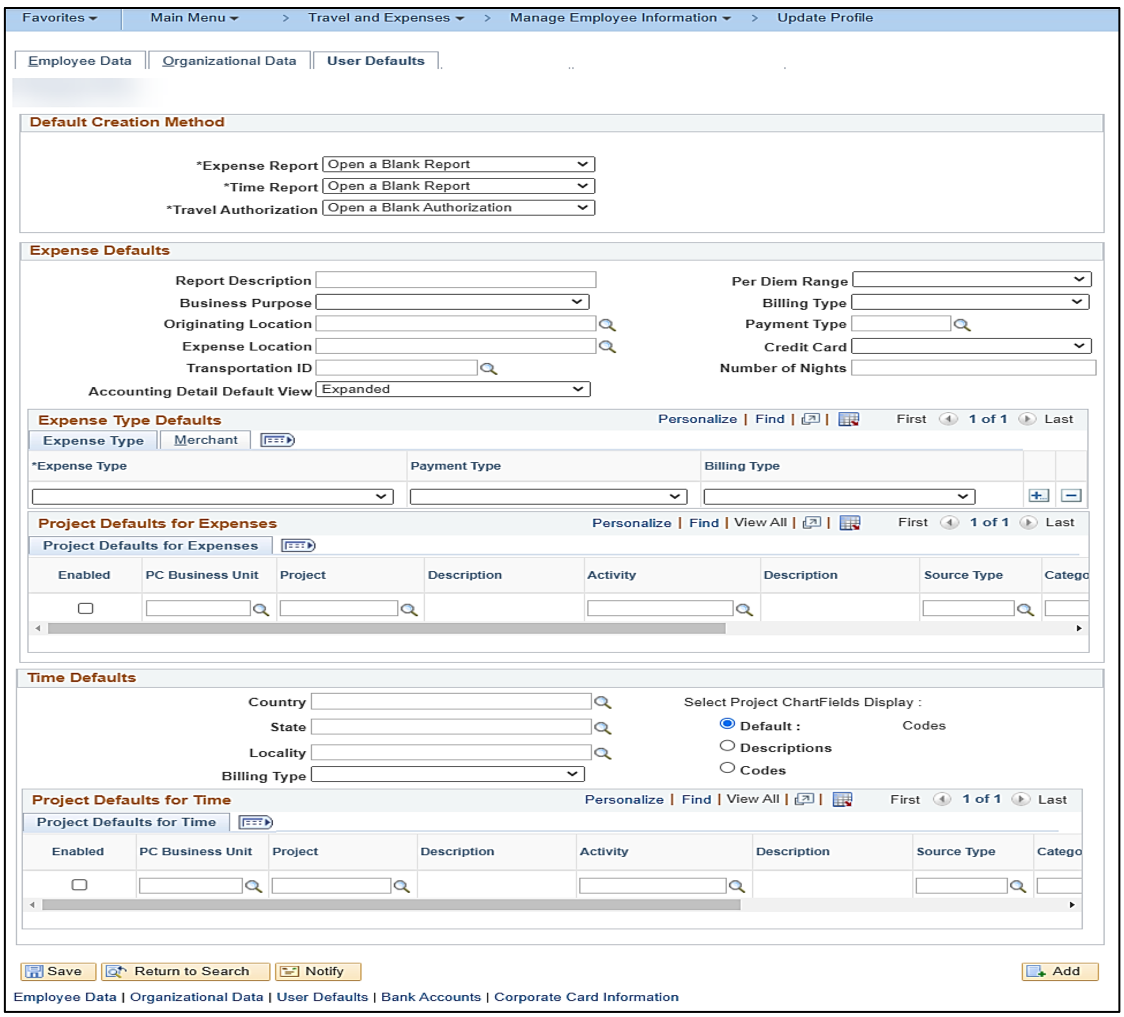
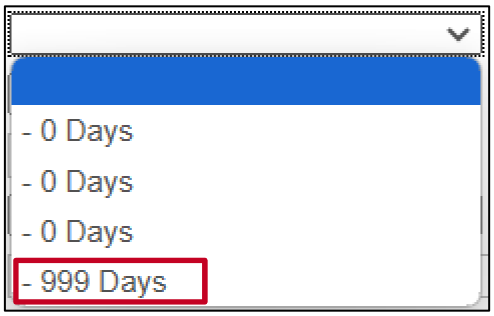
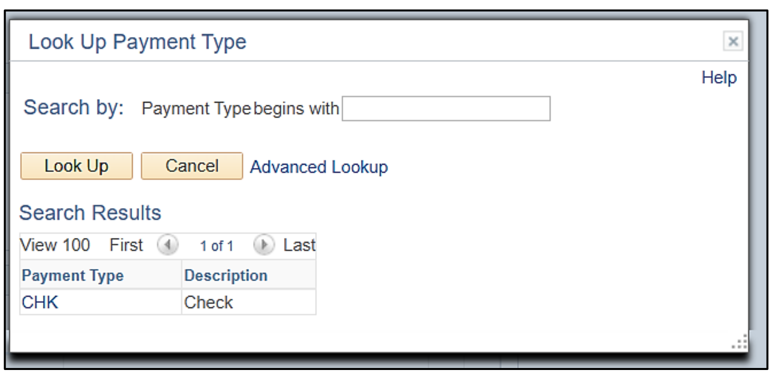
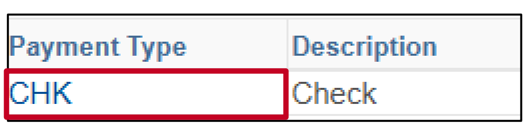


Step	Action
i	This page allows the user to specify defaults that will reduce the data entry required by the expenses employee and processor when entering expense transactions. The **Time Defaults** section of this page is not used in Cardinal.
7.	Click the **Per Diem Range dropdown** button in the **Expense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

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.

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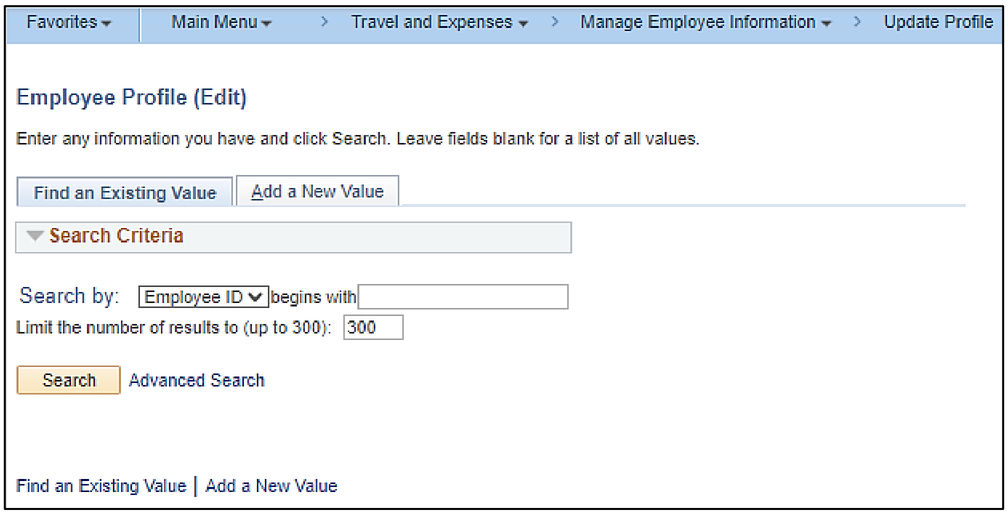

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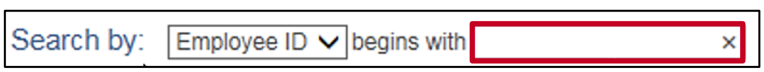

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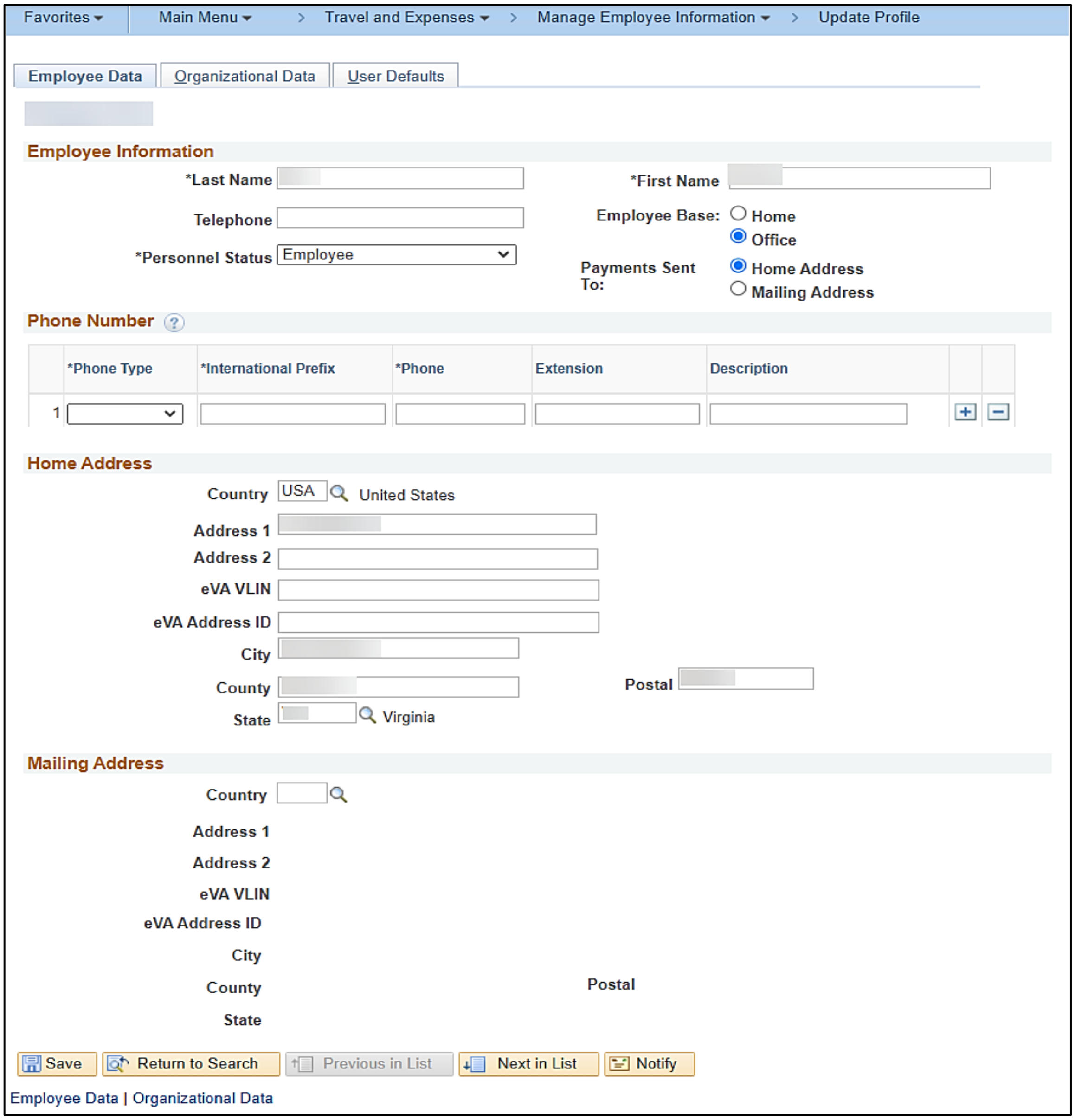
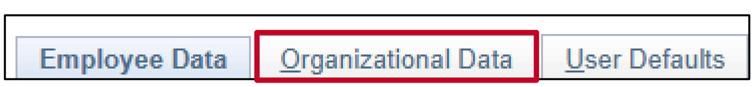
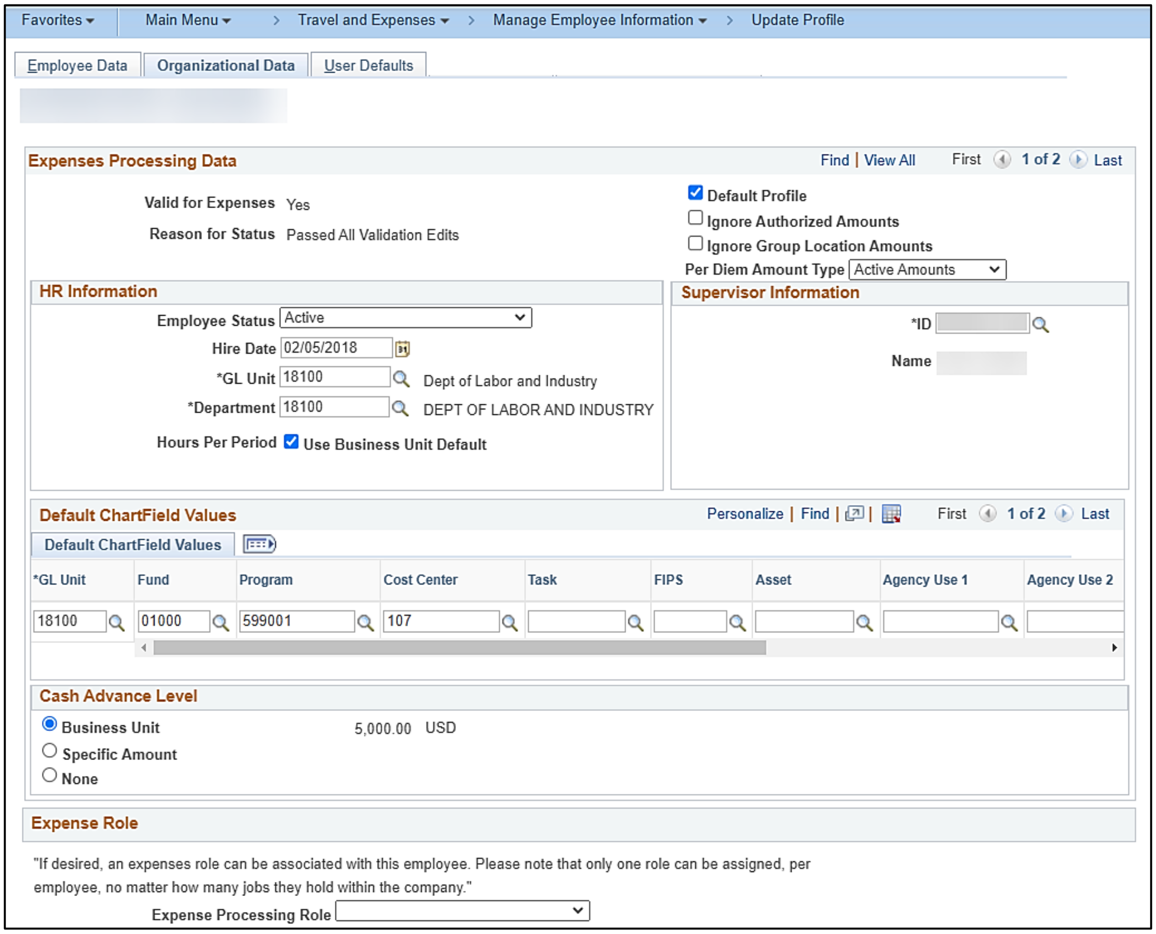
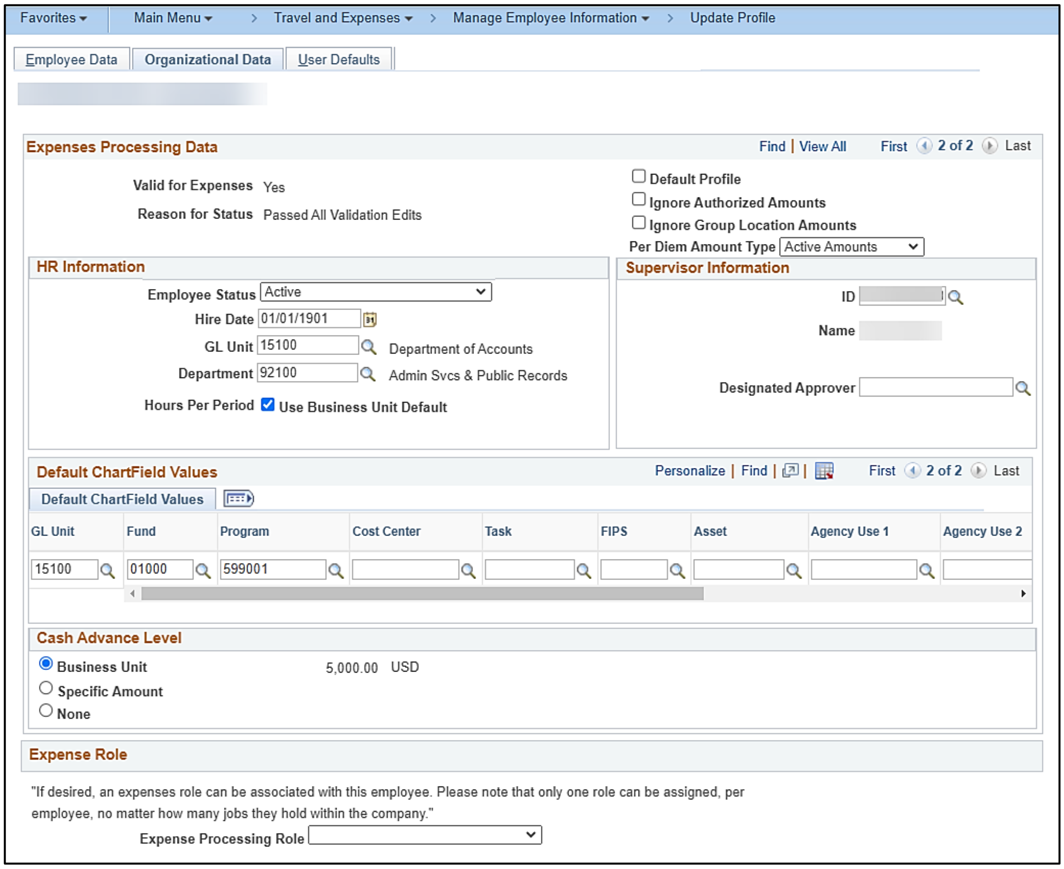
	The **Employee Profile** page displays with the **Employee Data** tab displayed by default. 
4.	Click the **Organizational Data** tab. 

Step	Action

The **Organizational Data** tab displays.



	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
The **User Defaults** tab displays. 	
6.	Click the **Default Profile** checkbox. 
7.	Click the **Save** button. 
	Expense transactions can now be processed for the employee for this selected employee record.

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:

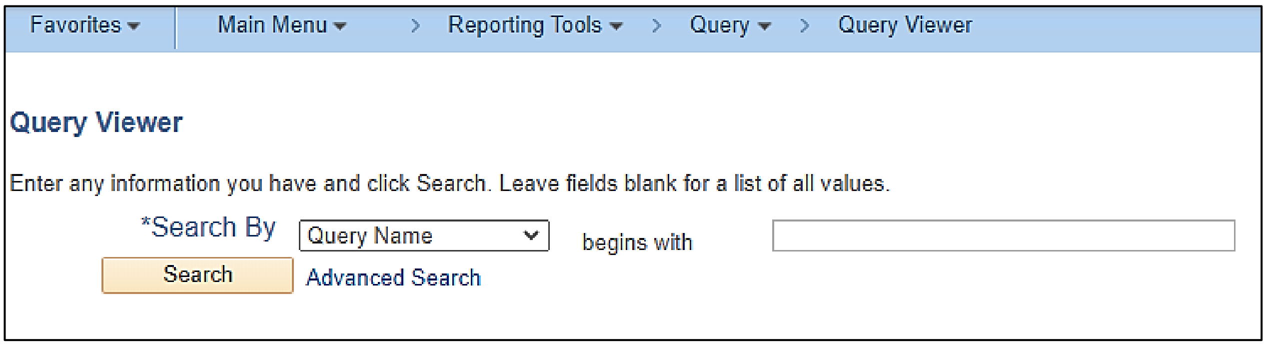
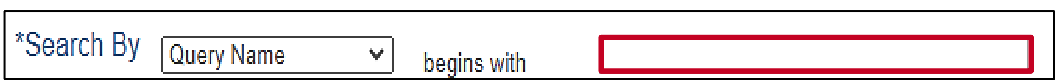
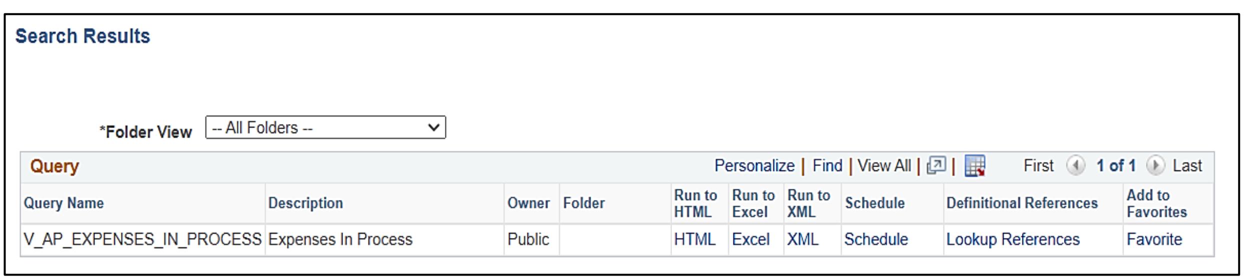
- Have an HR Administrator change the employee status on the profile to "Terminated" for the Agency
- If this employee is a Supervisor (approving other employee's expenses at your agency), have an HR Administrator remove the employee from the Supervisor role for all impacted employees and update with 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.  	
2.	Enter “V_AP_EXPENSES_IN_PROCESS” in the **Query Name** field. 
3.	Click the **Search** button. 
The Query displays in the **Search Results** section.  	

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

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

Step	Action
5.	Enter the Agency Business Unit in the **Business Unit** field. Business Unit (% for all)
6.	Enter a specific Department ID in the **Dept ID** field or "%" for all Departments. Dept ID (% for all)
7.	Click the **View Results** button. View Results

The query downloads to Excel.

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

Step	Action
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.
i	Once all items are clear and the employee does not display on the list, start the process to terminate the employee in Cardinal.

Terminating the Employee in Cardinal

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