

Completing a New Hire Overview

The Hire employee business process applies to both salary and wage employees. This process is also used when transferring an employee from one Agency to another Agency, however the HR Administrator should follow the Job Aid titled **HR351_Completing an Inter-Agency Transfer**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Before starting the new hire process, validate that the position the employee is being hired into has been created and is as expected including whether the position is eligible for telework. If something needs to be updated on the position, update it prior to hiring the employee. For more information on reviewing and/or updating position data, see the Job Aids titled **HR351_Managing Position Data** and **HR351_Managing Employee Teleworker Data**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**.

Prior to processing the hire, a valid Social Security Number (SSN) must be available and verified for the employee as it is required to save the new hire transaction in Cardinal. If the employee does not have a valid SSN, a temporary one can be assigned until a permanent SSN is obtained by the employee. For further information on assigning a temporary SSN, see the Job Aid titled **HR351_Assigning and Monitoring Temporary SSNs**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

A search is required using the **Search Match** page before entering a new hire's personal data in Cardinal. The search is to prevent duplicate entries of the employee and uses the employee's SSN. If there is a match but only the employee's personal data is in Cardinal and not their job data, a new employment instance must be created to generate an employee record to use for the hire. Use the [Hiring a Person When Personal Data Exists in Cardinal](#) section of this Job Aid to process the hire.

Note: If a person's personal data already exists in Cardinal, be sure they are not actually a Rehire. If so, see the Job Aid titled **HR351_Completing a Rehire**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Note: When entering personal data, there is an **Exclude Contact Information** checkbox option. If this checkbox is checked, the employee will not be included in the Active directory or employee directory extracts (e. g. Undercover Officers).

When an employee has multiple active jobs in multiple Agencies in Cardinal, the personal information is shared as there is only one personal data record. Agencies may update existing personal data, which will impact changes across other Business Units. For instance, email address updates that are being made by one Agency can impact the employee's access to Cardinal. If the employee has multiple active jobs, please explain this potential impact to the employee so that they can inform their additional employer(s) regarding what job and email address should be primary. This is typically seen when the employee has an hourly job at ABC or VCCS (both interface their HR data from their Agency HR system of record) and obtains a salaried job at another Agency.

Note: If the employee has an hourly job and a salaried job, the salaried job and email address will be primary. The secondary employer should be notified not to change the employee's primary business email address.



Navigation Note: Please note that there may be 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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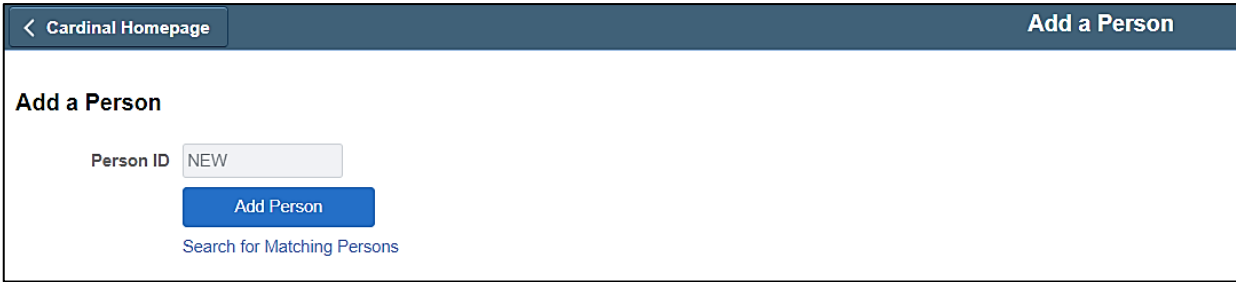
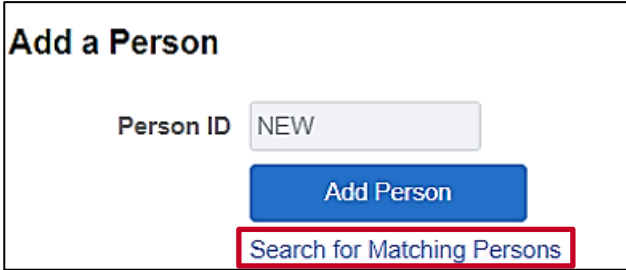
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Revision History

Revision Date	Summary of Changes
11/14/2025	Note added regarding business email address for employees with multiple jobs in the Completing a New Hire section.
4/29/2025	Updated the screenshot of the Benefit Program Participation page (Section 1 , after step 86), updated the screenshot of the Benefits Administration Eligibility section (Section 1 , step 87), and added additional information regarding the Eligibility Fields.
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Step 2; Section 2 , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

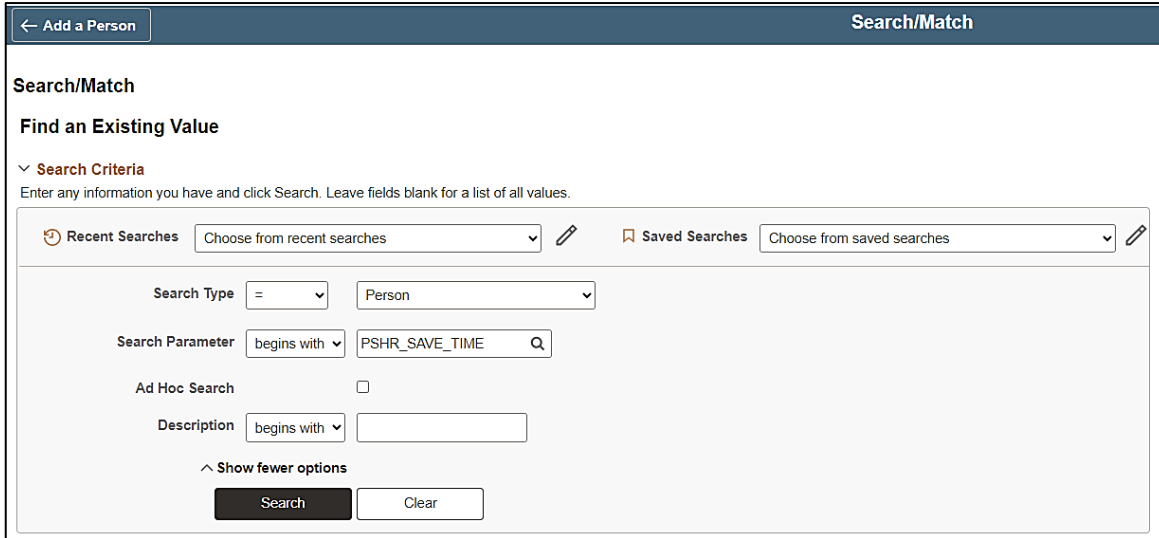
Completing a New Hire

Before beginning, the applicable employee's SSN must be available for immediate reference. This process begins with a search which is performed to validate that the new employee is not currently in the Cardinal system, or if the employee is already in the system, to obtain the existing Employee ID.

Step	Action
1.	Navigate to the Add a Person page using the following path: NavBar > Menu > Workforce Administration > Personal Information > Add a Person
<p>The Add a Person page displays.</p> 	
2.	Click the Search for Matching Persons link. 

Step	Action
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The **Search/Match Find an Existing Value** page displays.



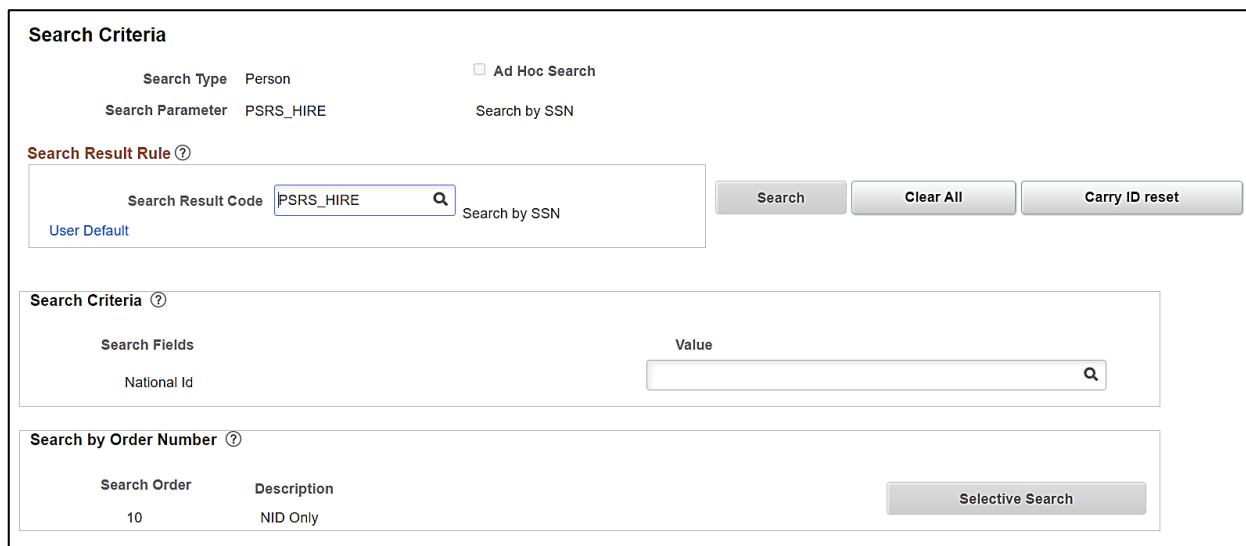
3. Click the **Clear** button.





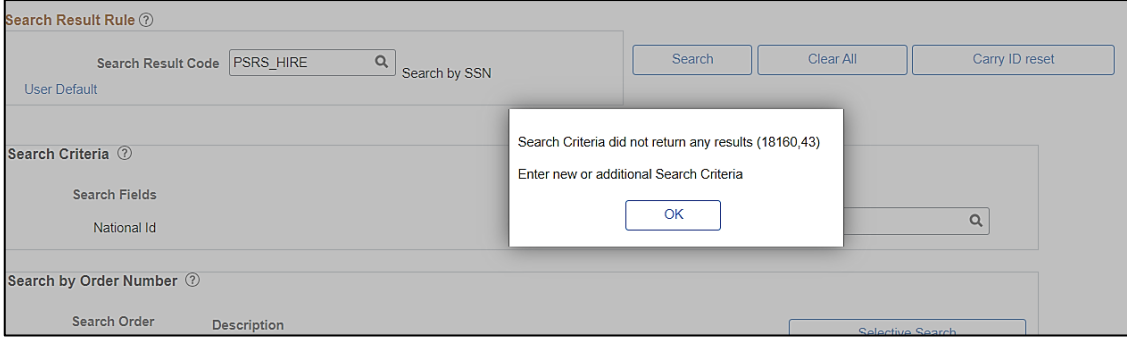



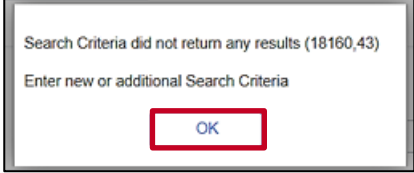
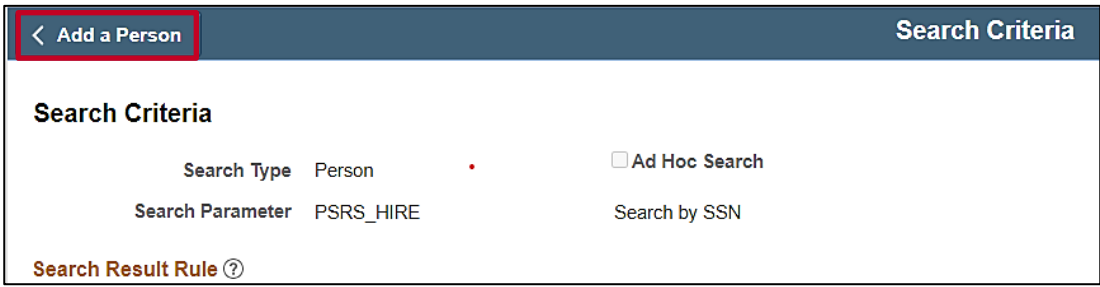
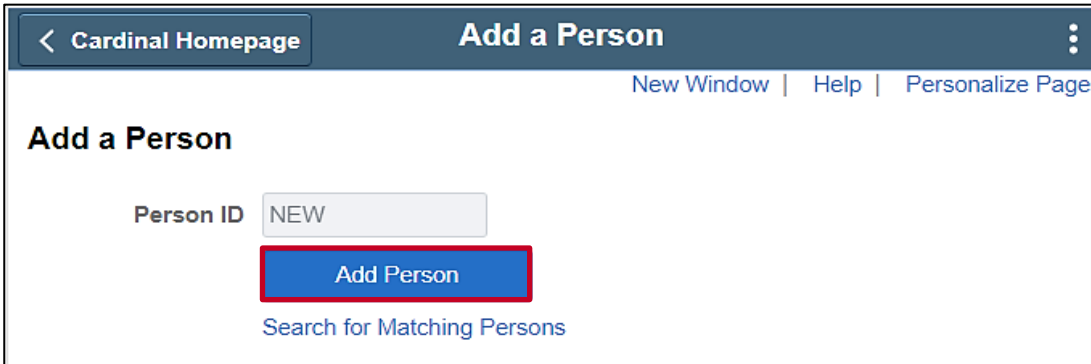
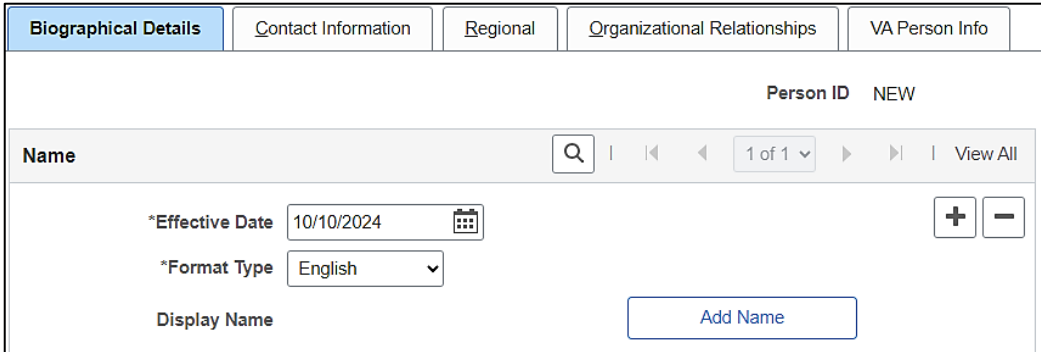
4. Click the **Search** button.

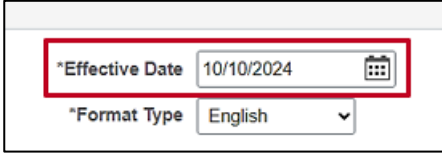


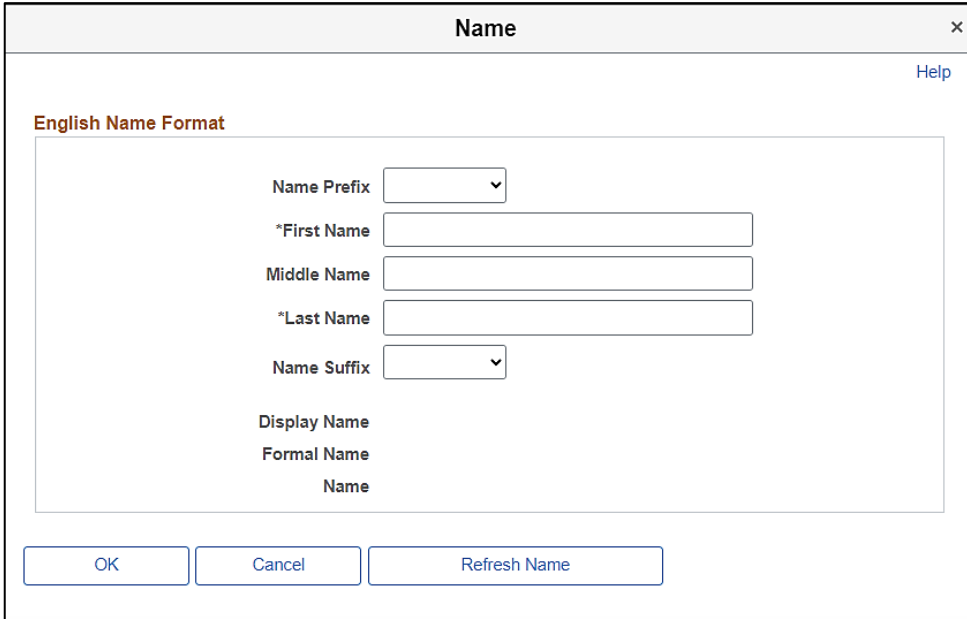











The **Search Criteria** page displays.







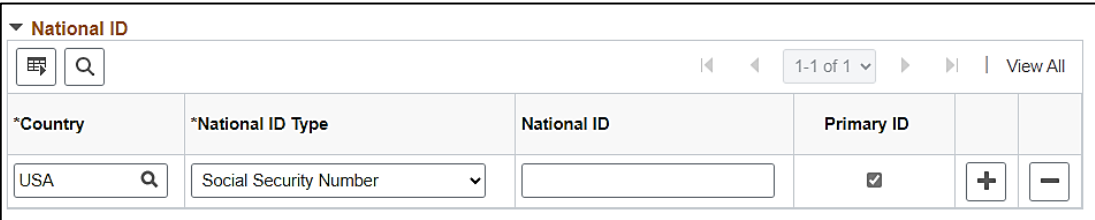
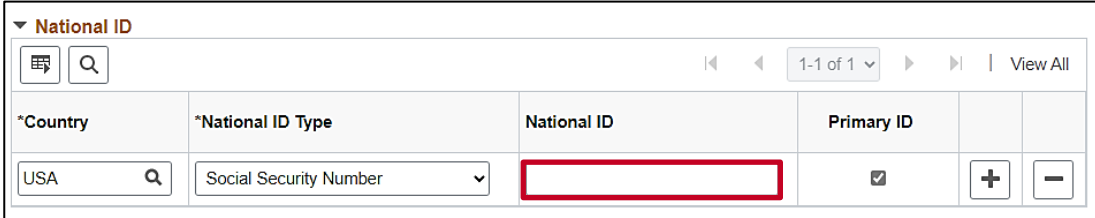
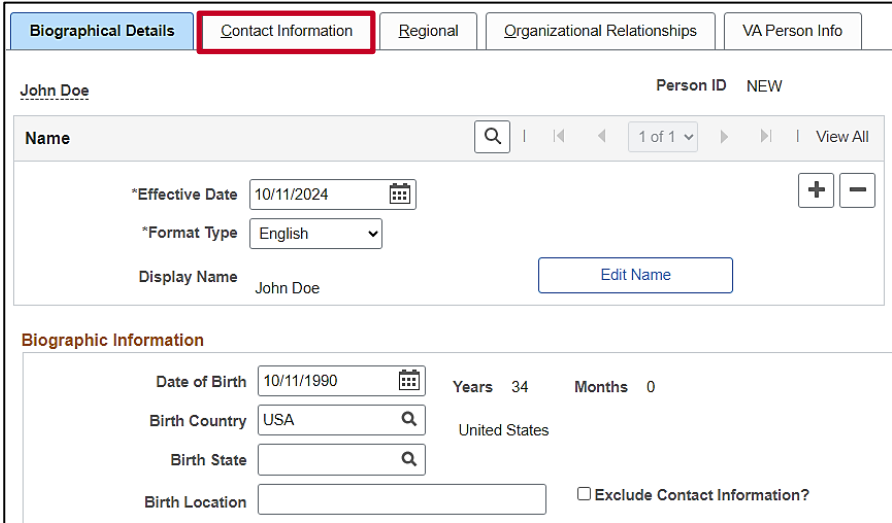
Step	Action
5.	Enter the employee's SSN into the Value field within the Search Criteria section. <div data-bbox="256 380 1393 516" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  </div>
6.	Press the Tab key on the keyboard to enable the Search button to the right of the Search Result Rule section.
	The SSN is reformatted automatically (e.g., dashes are removed if they were entered). <div data-bbox="256 705 1092 846" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  </div>
7.	Click the Search button. <div data-bbox="256 936 1393 1045" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  </div>
The Search Criteria results message displays in a pop-up window.	
<div data-bbox="240 1136 1360 1472" style="border: 1px solid black; padding: 5px;">  </div>	
	<p>The above message displays when the employee's SSN is not in the Cardinal system. In these cases, proceed to step 8.</p> <p>If the system displays an Employee ID, the employee already exists in the Cardinal system. A bit of research, using the Person Organizational Summary page, is needed to determine how to proceed. If the person has never worked at the Commonwealth of Virginia, refer to the Hiring a Person When Personal Data Exists in Cardinal section of this Job Aid. If the person has employment history, either a transfer or rehire should be completed as applicable. For further information on transferring existing employees, refer to the Job Aid titled HR351_Completing an Inter-Agency Transfer. For further information on rehiring employees, refer to the Job Aid titled HR351_Completing a Rehire. These Job Aids can be found on the Cardinal website in Job Aids under Learning.</p>



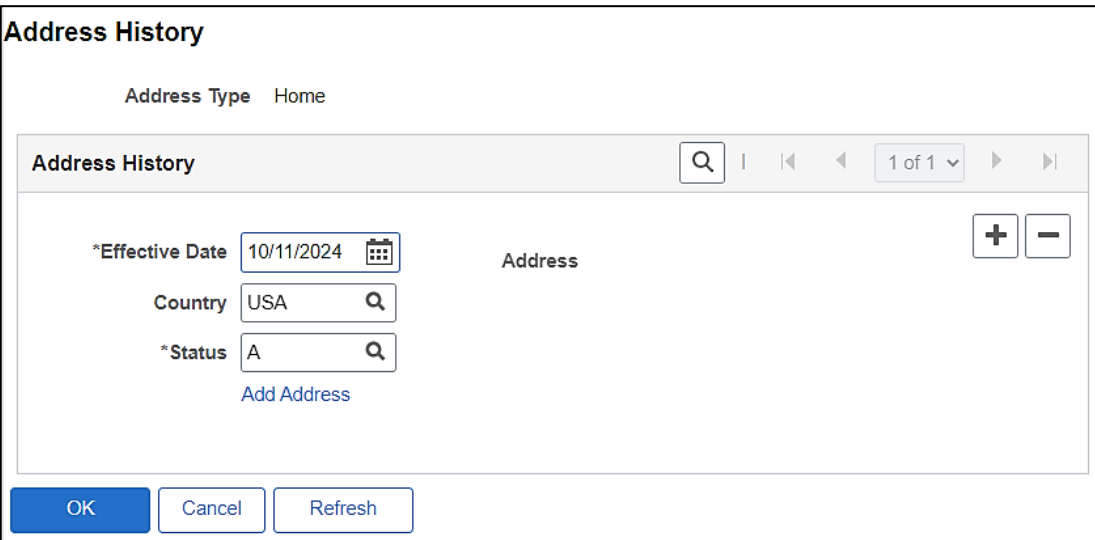

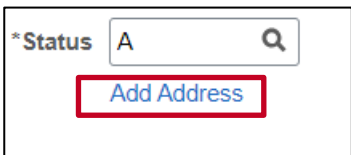
Step	Action
8.	<p>Click the OK button to close the Search Criteria message.</p> 
9.	<p>The Search Criteria page returns. Click the Add a Person tab in the top left corner of the page.</p> 
10.	<p>The Add a Person page returns. Click the Add Person button.</p> 
<p>The Modify a Person page displays with the Biographical Details tab displayed by default.</p> 	



Step	Action
11.	<p>The Effective Date field defaults to the current date. Update this date to the applicable date of the new hire as needed.</p> 
	<p>The Effective Date cannot be greater than today's date when adding/modifying a person in Cardinal. For further information on Effective Dating, see the Job Aid titled HR351_Overview of Effective Dating. This Job Aid can be found on the Cardinal website in Job Aids under Learning.</p>
12.	<p>Click the Add Name button.</p> 
<p>The Name page displays in a pop-up window.</p> 	
13.	<p>Optionally, click the Name Prefix dropdown button and select the applicable prefix.</p> 
14.	<p>Enter the employee's first name in the First Name field (required).</p> 

Step	Action
15.	Optionally, enter the employee's middle name in the Middle Name field.
	Do not add a period behind the middle initial.
16.	Enter the employee's last name in the Last Name field (required). <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> *Last Name <input style="border: 2px solid red;" type="text"/> </div>
	Do not include suffixes (Jr, Sr, or IV) in the Last Name field.
17.	Click the Name Suffix dropdown button and select the applicable suffix as needed. <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> Name Suffix <input style="border: 2px solid red;" type="text" value="v"/> </div>
18.	Click the OK button. <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <div style="display: flex; gap: 10px;"> <div style="border: 2px solid red; padding: 5px 15px; color: blue; text-decoration: none;">OK</div> <div style="border: 1px solid #ccc; padding: 5px 15px; color: blue; text-decoration: none;">Cancel</div> <div style="border: 1px solid #ccc; padding: 5px 15px; color: blue; text-decoration: none;">Refresh Name</div> </div> </div>
<p>The Modify a Person page returns. Scroll down to the Biographic Information section.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Biographic Information</p> <p>Date of Birth <input type="text"/>  Years 0 Months 0</p> <p>Birth Country <input type="text" value="USA"/>  United States</p> <p>Birth State <input type="text"/> </p> <p>Birth Location <input type="text"/> <input type="checkbox"/> Exclude Contact Information?</p> </div>	
19.	<p>Click the Date of Birth Calendar icon and select the employee's date of birth (required).</p> <p>Note: the Birth Country field defaults to "USA". This can be updated but is not required as this data is not reported.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Biographic Information</p> <div style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>Date of Birth <input type="text"/> </p> <p>Birth Country <input type="text" value="USA"/> </p> </div> </div>

Step	Action
20.	<p>Click the Exclude Contact Information checkbox option if the employee’s personal information should not be sent to VITA in the Active Directory Extract or COV Employee Directory Extract (e. g., Undercover Officers).</p> <div data-bbox="256 443 597 537" style="border: 1px solid red; padding: 5px; width: fit-content;"> <input type="checkbox"/> Exclude Contact Information? </div>
21.	<p>Scroll down to the Biographical History section.</p>
<p>The Biographical History section displays.</p> <div data-bbox="256 688 1344 1136" style="border: 1px solid gray; padding: 10px;"> <p>Biographical History 1 of 1 View All</p> <p>*Effective Date: 10/11/2024 + -</p> <p>*Gender: Unknown</p> <p>*Highest Education Level: Not Indicated</p> <p>*Marital Status: Unknown As of</p> <p>Language Code: As of</p> <p>Alternate ID: As of</p> <p><input type="checkbox"/> Full-Time Student</p> </div>	
	<p>The Effective Date field within this section defaults to the effective date selected above. Do not change.</p>
22.	<p>Click the Gender dropdown button and select the employee’s gender. This field is a required field for benefits and payroll purposes and must provide the employee’s legal gender. This is not to be confused with the optional Preferred Gender field located on the VA Person Info tab.</p> <div data-bbox="256 1436 646 1499" style="border: 1px solid red; padding: 5px; width: fit-content;"> <p>*Gender: Unknown</p> </div>
	<p>The Gender field defaults to “Unknown”. If it is not updated prior to payroll processing, the employee’s payroll will error out. Please update the Gender field as soon as the information is obtained.</p>
23.	<p>Click the Highest Education Level dropdown button and select the employee’s highest level of education.</p> <div data-bbox="256 1755 1008 1818" style="border: 1px solid red; padding: 5px; width: fit-content;"> <p>*Highest Education Level: Not Indicated</p> </div>

Step	Action
24.	<p>Click the Marital Status dropdown button and select the employee's legal marital status.</p> 
	<p>The Language Code, Alternate ID, and Full-Time Student fields are not currently tracked or used in Cardinal.</p>
25.	<p>Scroll down to the National ID section.</p> <p>The National ID section displays.</p> 
26.	<p>Enter the employee's Social Security Number (SSN) in the National ID field.</p> 
27.	<p>Scroll back up to the top of the page and click the Contact Information tab.</p> 

Step	Action
	<p>The Contact Information tab displays.</p> 
28.	<p>Click the Add Address Detail link.</p> 
	<p>The Address History page displays.</p> 
	<p>The Effective Date field within this section defaults to the date previously selected. Do not change.</p>
29.	<p>Click the Add Address link.</p> 

Step	Action
	<p>An Address Type of “Home” is required for healthcare extract file requirements. If the mailing address and the home address are the same, only enter the home address. Do not duplicate the same address information.</p>
	<p>The Edit Address page displays.</p> <div data-bbox="253 510 1349 1140" style="border: 1px solid black; padding: 10px;"> <p>Edit Address</p> <p>Country United States</p> <p>Address 1 <input type="text"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>City <input type="text"/> State <input type="text" value="Q"/></p> <p>Postal <input type="text"/></p> <p>County <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>
30.	Enter the employee’s address information using the applicable fields.
	<p>The Address 1, City, State, and Postal are required fields. The employee’s personal data cannot be saved if any of these fields are blank.</p>
31.	<p>Click the OK button.</p> <div data-bbox="256 1409 724 1520" style="border: 1px solid black; padding: 5px;"> <p><input style="border: 2px solid red;" type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>

Step	Action
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The **Address History** page returns with the address information displayed.

Address History

Address Type Home

Address History Q | << < 1 of 1 > >>

*Effective Date

Country

*Status

[Add Address](#)

Address 123 Main Street
Richmond, VA 12345

32.	Click the OK button.
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The **Contact Information** tab redispays.

Biographical Details
Contact Information
Regional
Organizational Relationships
VA Person Info

John Doe Empl ID NEW

Current Addresses

<< < 1-1 of 1 > >> | View All

Address Type	As Of Date	Status	Address	
Home	10/11/2024	A	123 Main Street Richmond, VA 12345	Edit/View Address Detail <input type="button" value="+"/> <input type="button" value="-"/>


Phone Information


<< < 1-1 of 1 > >> | View All

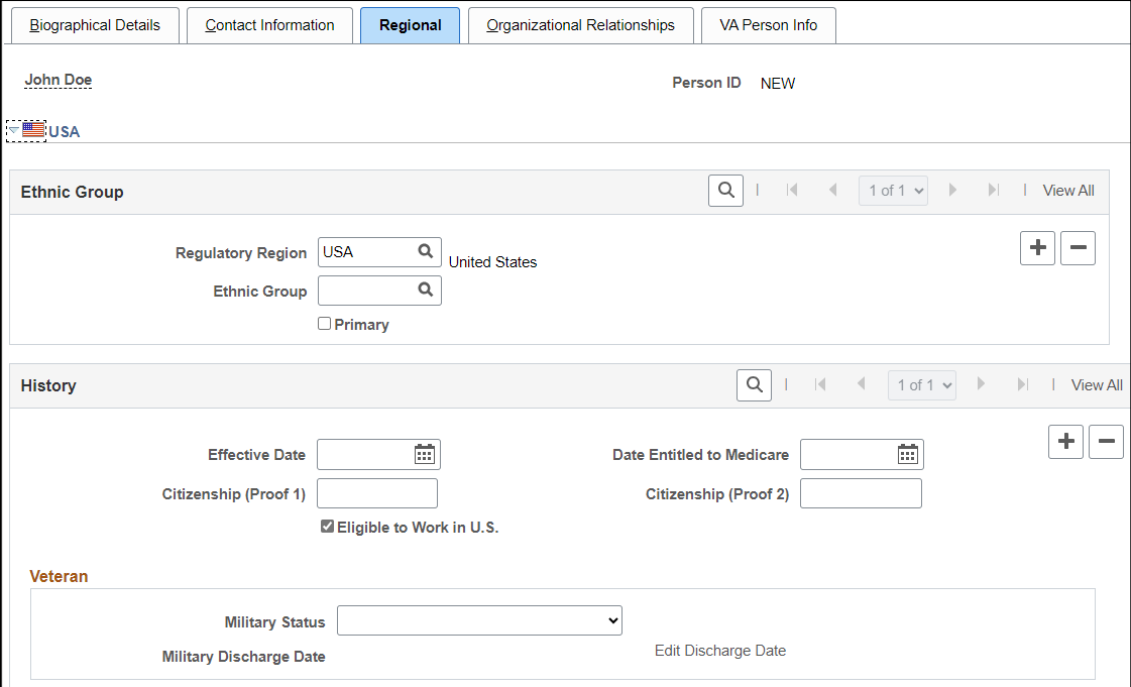
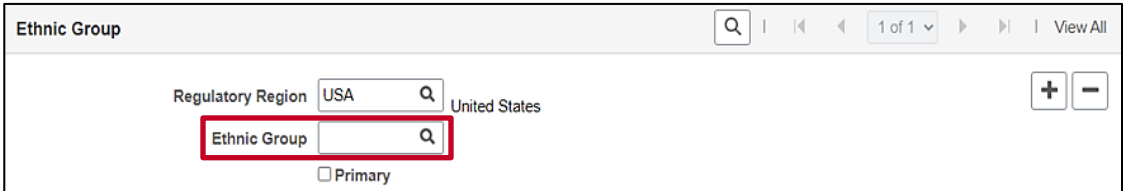


*Phone Type	Telephone	Extension	Preferred
<input type="button" value="List"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="button" value="+"/> <input type="button" value="-"/>


33.	Click the Phone Type dropdown button and select the type of phone.
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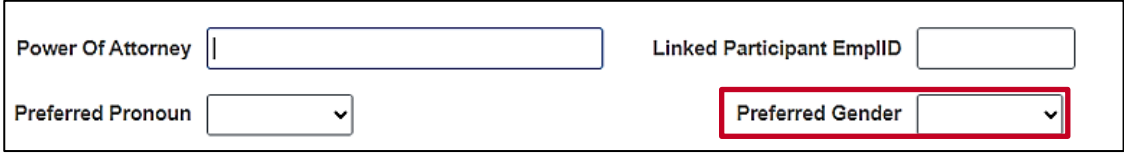
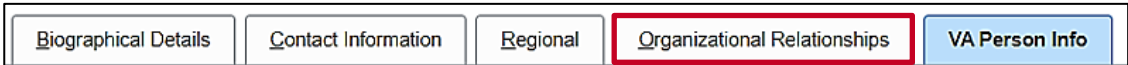
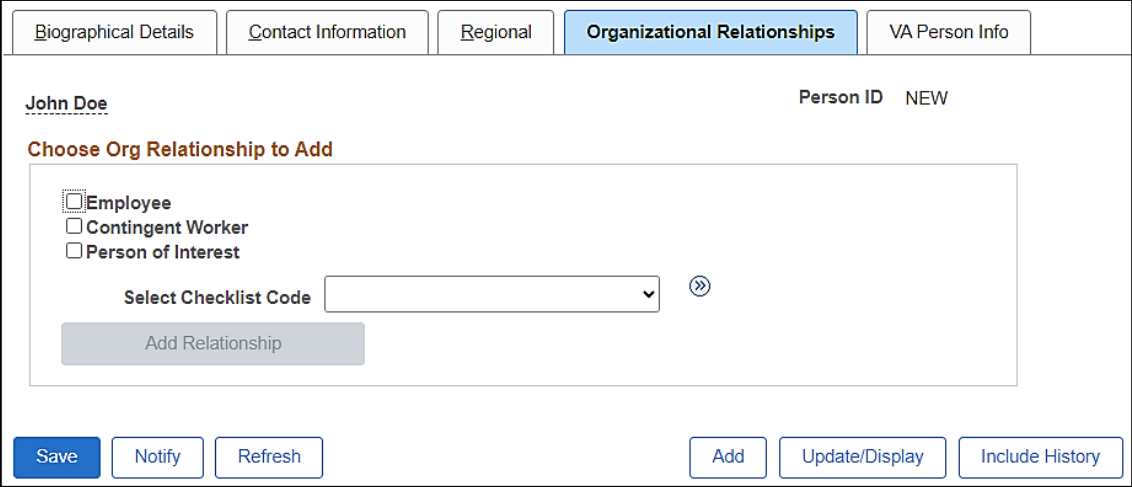

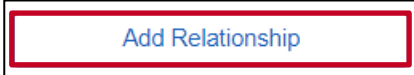
*Phone Type	Telephone	Extension	Preferred
<div style="border: 2px solid red; padding: 2px;"> <input type="button" value="List"/> <input type="button" value="Q"/> </div>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="button" value="+"/> <input type="button" value="-"/>


Step	Action																																				
34.	<p>Enter the applicable telephone number in the Telephone field.</p> <table border="1"> <thead> <tr> <th>*Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td><input style="border: 2px solid red;" type="text"/></td> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td><input data-bbox="1328 457 1365 485" type="button" value="+"/></td> <td><input data-bbox="1393 457 1430 485" type="button" value="-"/></td> </tr> </tbody> </table>	*Phone Type	Telephone	Extension	Preferred			Mobile	<input style="border: 2px solid red;" type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input data-bbox="1328 457 1365 485" type="button" value="+"/>	<input data-bbox="1393 457 1430 485" type="button" value="-"/>																								
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35.	<p>Click the Preferred checkbox option to identify the employee's preferred phone number.</p> <table border="1"> <thead> <tr> <th>*Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>888/888-8888</td> <td><input type="text"/></td> <td><input checked="" type="checkbox"/></td> <td><input data-bbox="1344 783 1382 810" type="button" value="+"/></td> <td><input data-bbox="1409 783 1446 810" type="button" value="-"/></td> </tr> </tbody> </table>	*Phone Type	Telephone	Extension	Preferred			Mobile	888/888-8888	<input type="text"/>	<input checked="" type="checkbox"/>	<input data-bbox="1344 783 1382 810" type="button" value="+"/>	<input data-bbox="1409 783 1446 810" type="button" value="-"/>																								
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36.	Add additional phone numbers for the employee as needed by clicking the Add a New Row icon (+) and then repeating steps 33 - 35.																																				
37.	Scroll down to the Email Option Selection and Email Addresses sections.																																				
<p>The Email Option Selection and Email Addresses sections display.</p> <table border="1"> <thead> <tr> <th colspan="6">Email Option Selection</th> </tr> </thead> <tbody> <tr> <td colspan="6"> <input checked="" type="radio"/> Agency Provided Email <input type="radio"/> Pending Agency Provided Email <input type="radio"/> Employee Provided Email </td> </tr> <tr> <td colspan="6"> 1. Agency Provided Email and Employee Provided Email must be a valid email address that is unique to the employee, except: 2. When no email address is available, select applicable email option and ALWAYS use noemail@virginia.gov </td> </tr> <tr> <th colspan="6">Email Addresses</th> </tr> <tr> <th>*Email Type</th> <th>*Email Address</th> <th>Preferred</th> <th></th> <th></th> <th></th> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td><input data-bbox="1255 1392 1292 1419" type="button" value="+"/></td> <td><input data-bbox="1308 1392 1346 1419" type="button" value="-"/></td> <td></td> </tr> </tbody> </table>		Email Option Selection						<input checked="" type="radio"/> Agency Provided Email <input type="radio"/> Pending Agency Provided Email <input type="radio"/> Employee Provided Email						1. Agency Provided Email and Employee Provided Email must be a valid email address that is unique to the employee, except: 2. When no email address is available, select applicable email option and ALWAYS use noemail@virginia.gov						Email Addresses						*Email Type	*Email Address	Preferred				<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input data-bbox="1255 1392 1292 1419" type="button" value="+"/>	<input data-bbox="1308 1392 1346 1419" type="button" value="-"/>	
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Step	Action
38.	<p>Complete these sections based on the following guidelines:</p> <ol style="list-style-type: none"> a. If the employee has been issued a business email: <ol style="list-style-type: none"> i. Accept the default email option of Agency Provided Email ii. Click the Email Type dropdown button and select “Business” iii. Enter the email address in the Email Address field iv. Select the Preferred checkbox option v. Notify the employee of their email address and provide information to register for Cardinal Employee Self Service using this email. b. If the employee’s business email has been requested, but not yet assigned or the employee chooses not to provide a personal email: <ol style="list-style-type: none"> i. Click the Pending Agency Provided Email option ii. Click Email Type dropdown button and select “Business” iii. Enter “noemail@virginia.gov” in the Email Address field iv. Select the Preferred checkbox option c. If a business email will not be provided to the employee: <ol style="list-style-type: none"> i. Click the Employee Provided Email option ii. Click the Email Type dropdown button and select “Personal” iii. Enter the email address in the Email Address field iv. Select the Preferred checkbox option
	<p>Once the employee’s business email is obtained, the Pending Agency Provided Email address must be replaced with the new business email address. The email address must be provided to the employee as they will need it to register and access Cardinal Employee Self-Services (ESS). If this is not updated, the employee will not be able to register for access to Cardinal ESS.</p> <p>Note: For employees with multiple jobs at different Agencies, the business email must match the Agency of their primary job.</p> <ul style="list-style-type: none"> • If an employee has both an hourly (wage) and a salaried job, the salaried job will always be the primary job • If an employee has multiple hourly jobs, the oldest job is considered primary <p>For further information on updating email addresses, refer to the Job Aid titled HR351_Viewing and Modifying Personal Data. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
39.	<p>Scroll back up to the top of the page and click the Regional tab.</p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between; width: fit-content; margin: 0 auto;"> Biographical Details Contact Information Regional Organizational Relationships VA Person Info </div>

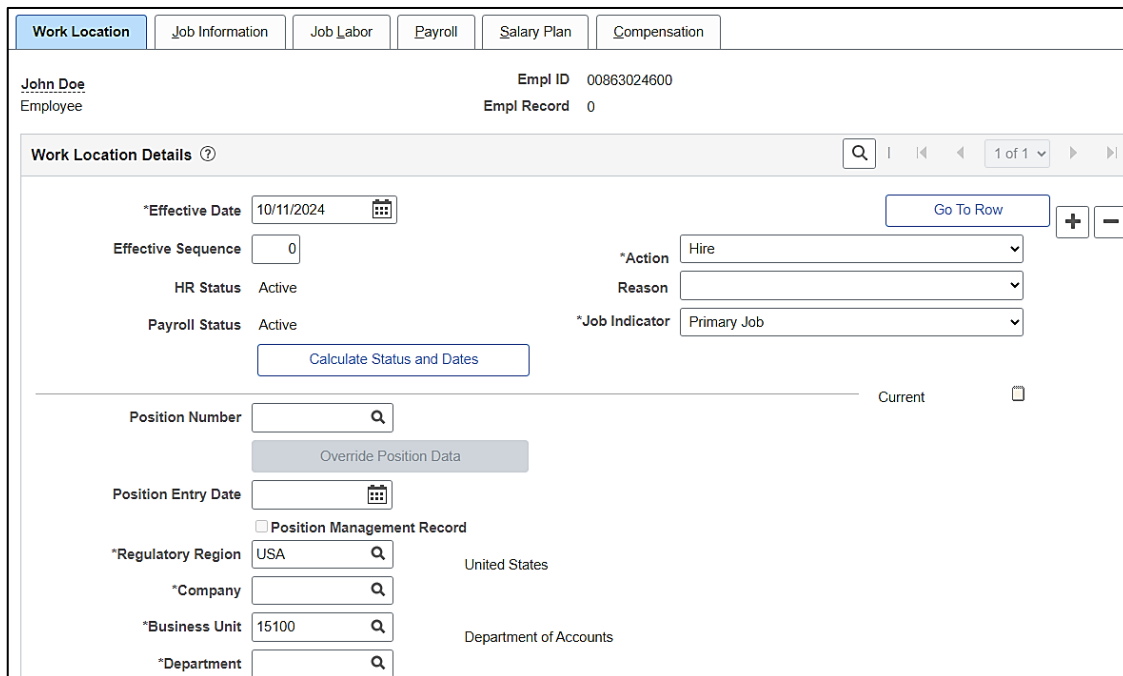
Step	Action
	<p>The Regional tab displays.</p> 
40.	<p>The fields within the Ethnic Group are both optional. The Regulatory Region field defaults to “USA”. Do not change.</p>
41.	<p>Click the Ethnic Group Look Up icon and select the employee’s ethnic group.</p> 
	<p>If the employee identifies with multiple ethnic groups, click the Add a New Row icon (+) and repeat this step.</p>
42.	<p>If the employee provided their military status and service documentation, scroll down as needed, click the Military Status dropdown button, and select the applicable value.</p> 

Step	Action
43.	<p>The remaining sections on this tab are not currently being utilized in Cardinal. Click the VA Person Info tab.</p> <p>The Organizational Relationships tab will be addressed after reviewing/completing the VA Person Info tab.</p> <div data-bbox="256 493 1339 556" style="border: 1px solid black; padding: 5px;"> Biographical Details Contact Information Regional Organizational Relationships VA Person Info </div>
	<p>The VA Person Info tab displays.</p> <div data-bbox="240 640 1364 997" style="border: 1px solid black; padding: 10px;"> <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; padding-bottom: 5px;"> Biographical Details Contact Information Regional Organizational Relationships VA Person Info </div> <p>John Doe Person ID NEW</p> <p>Power Of Attorney <input type="text"/> Linked Participant EmplID <input type="text"/></p> <p>Preferred Pronoun <input type="text" value="v"/> Preferred Gender <input type="text" value="m"/></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save Notify Refresh Add Update/Display Include History </div> </div>
44.	<p>Enter the name of the person who has legal Power of Attorney for the employee in the Power of Attorney field.</p> <div data-bbox="256 1123 982 1207" style="border: 1px solid black; padding: 5px;"> Power Of Attorney <input style="border: 2px solid red;" type="text"/> </div>
	<p>The Power of Attorney is very useful in the unfortunate event of a death in service. This person needs to be contacted for decisions regarding payout of leave and/or death certificate request.</p>
45.	<p>If the employee is linked to another employee of the Commonwealth of Virginia, enter that employee ID in the Linked Participant EmplID field.</p> <div data-bbox="256 1470 1372 1617" style="border: 1px solid black; padding: 10px;"> <p>Power Of Attorney <input type="text"/> Linked Participant EmplID <input type="text"/></p> <p>Preferred Pronoun <input type="text" value="v"/> Preferred Gender <input type="text" value="m"/></p> </div>
46.	<p>Click the Preferred Pronoun dropdown button and select the preferred pronoun provided by the employee.</p> <div data-bbox="256 1743 1372 1890" style="border: 1px solid black; padding: 10px;"> <p>Power Of Attorney <input type="text"/> Linked Participant EmplID <input type="text"/></p> <p>Preferred Pronoun <input type="text" value="v"/> Preferred Gender <input type="text" value="m"/></p> </div>



Step	Action
47.	<p>Click the Preferred Gender dropdown button and select the preferred gender provided by the employee.</p> 
48.	<p>Click the Organizational Relationships tab.</p> 
<p>The Organizational Relationships tab displays.</p> 	
49.	<p>Click the Employee checkbox option.</p> <p>The Hire checklist appears in the Select Checklist Code field after selecting the Employee checkbox option.</p> 
50.	<p>Click the Add Relationship button.</p> 

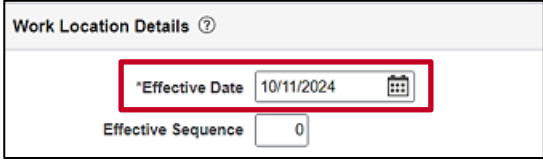

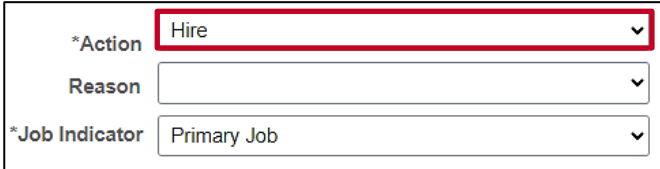
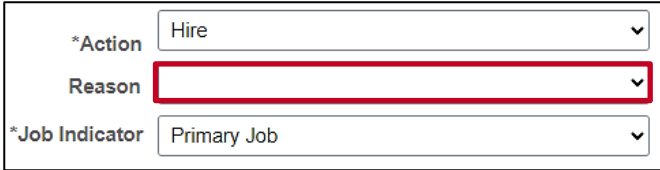

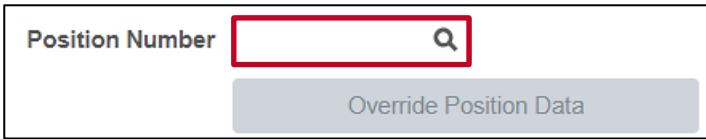

Step	Action
	<p>This is the step where information entered for the employee’s personal data is validated. If there is any missing required information, Cardinal will generate an alert at this point.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p>Do not click the Back button in the browser to go back, as all information that has been entered will be lost.</p> </div> <p>Review the message and go to the tab where the missing information is captured and enter it before coming back to the Organizational Relationships tab and clicking the Add Relationship button again.</p>


The new employee’s **Job Record** page displays with the **Work Location** tab displayed by default.



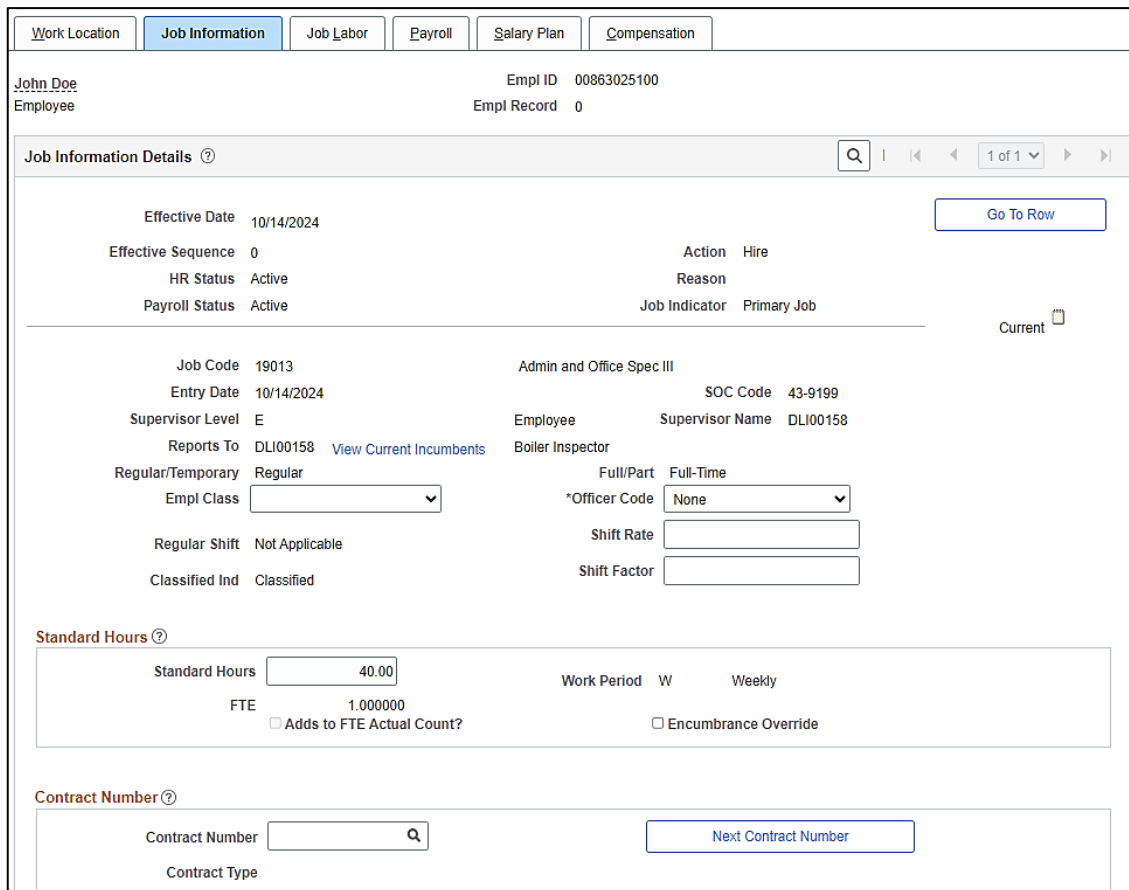
The screenshot shows the 'Work Location' tab selected. At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. Below the tabs, the employee's name 'John Doe' and 'Employee' are listed, along with 'Empl ID 00863024600' and 'Empl Record 0'. The 'Work Location Details' section includes a search bar, a 'Go To Row' button, and several dropdown menus for 'Effective Date' (10/11/2024), 'Effective Sequence' (0), 'Action' (Hire), 'Reason', 'HR Status' (Active), 'Payroll Status' (Active), and '*Job Indicator' (Primary Job). There is also a 'Calculate Status and Dates' button. Below this, there are fields for 'Position Number', 'Position Entry Date', '*Regulatory Region' (USA), '*Company', '*Business Unit' (15100), and '*Department'. A 'Current' checkbox is also visible.

	<p>Cardinal will auto-assign the Employee ID Number. It is located at the top of the Work Location tab. Take note of the assigned Employee ID Number.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
---	---

Step	Action
51.	<p>The Effective Date field defaults to the date entered on the Personal Information page. If this date is not the first date of employment for the employee, it can be updated now.</p> 
	<p>A help desk ticket is required to adjust the new employee's effective date after their Job Record is saved.</p>
52.	<p>The Action field defaults to "Hire" and no other selections are available.</p> 
53.	<p>Click the Reason dropdown button and select "New Hire".</p> 
	<p>If processing an Inter-Agency Transfer for the employee, use the applicable Transfer In (XXX) Reason code. For further information on inter-agency transfers, see the Job Aid titled HR351_ Managing an Inter-Agency Transfer. This Job Aid is located on the Cardinal website in Job Aids under Learning.</p>
54.	<p>Enter the employee's Position Number in the Position Number field and then tab out of the field.</p> 
	<p>The remaining position related fields on this page will auto-populate once the Position Number is entered and tab out of the Position Number field.</p>

Step	Action
55.	<p>Click the Job Information tab.</p>  <p>The screenshot shows a navigation bar with tabs: Work Location, Job Information (highlighted with a red box), Job Labor, Payroll, Salary Plan, and Compensation. Below the tabs, the employee name 'John Doe' and 'Employee' are on the left, and 'Empl ID 00863024600' and 'Empl Record 0' are on the right.</p>

The **Job Information** tab displays.



The screenshot shows the 'Job Information Details' section of the HR system. It includes a search bar and navigation controls. The details are organized into several sections:


- Effective Date:** 10/14/2024
- Effective Sequence:** 0
- HR Status:** Active
- Payroll Status:** Active
- Action:** Hire
- Reason:**
- Job Indicator:** Primary Job
- Current:**
- Job Code:** 19013
- Admin and Office Spec III**
- Entry Date:** 10/14/2024
- SOC Code:** 43-9199
- Supervisor Level:** E
- Employee:** Supervisor Name DLI00158
- Reports To:** DLI00158 [View Current Incumbents](#)
- Boiler Inspector**
- Regular/Temporary:** Regular
- Full/Part:** Full-Time
- Empl Class:**
- *Officer Code:**
- Regular Shift:** Not Applicable
- Shift Rate:**
- Classified Ind:** Classified
- Shift Factor:**


Standard Hours

- Standard Hours:**
- Work Period:** W Weekly
- FTE:** 1.000000
- Adds to FTE Actual Count?
- Encumbrance Override

Contract Number

- Contract Number:**
- Next Contract Number:**
- Contract Type:**

56.	Review the information within the Job Information Details section. These values are populated when the Position Number is selected on the Work Location tab.
57.	<p>Click the Empl Class dropdown button and select the applicable Employee Class. This is a required field. For further information on selecting the appropriate employee classification, see the Job Aid titled HR351_Employee Class Overview. This Job Aid can be found on the Cardinal website in Job Aids under Learning.</p>  <p>The screenshot shows a dropdown menu for 'Empl Class' with 'Regular' selected and highlighted by a red box.</p>

Step	Action
	The Payroll System field defaults to “Payroll for North America”. Do not change.
60.	<p>The Absence System field defaults to “Other”. If the Agency uses Cardinal Absence Management and the employee is salaried, click the Absence System dropdown button and select “Absence Management”. If the Agency uses any Absence Management system other than Cardinal Absence Management or if the employee’s Employee Class is “Wage”, keep the selection of “Other”.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="256 625 782 741"> <p>*Payroll System <input type="text" value="Payroll for North America"/></p> <p>Absence System <input type="text" value="Other"/></p> </div> <div data-bbox="782 625 1328 741"> <p>*Payroll System <input type="text" value="Payroll for North America"/></p> <p>Absence System <input type="text" value="Absence Management"/></p> </div> </div>
61.	<p>Click the Pay Group Look Up icon within the Payroll for North America section and select the applicable Pay Group for the employee.</p> <div data-bbox="256 863 802 1005"> <p>Payroll for North America ?</p> <p>Pay Group <input type="text" value=""/></p> <p>Employee Type <input type="text" value=""/></p> </div>

The page refreshes once the **Pay Group** is selected.

HR Status	Active	Reason	
Payroll Status	Active	Job Indicator	Primary Job
Current			

*Payroll System	<input type="text" value="Payroll for North America"/>
Absence System	<input type="text" value="Absence Management"/>


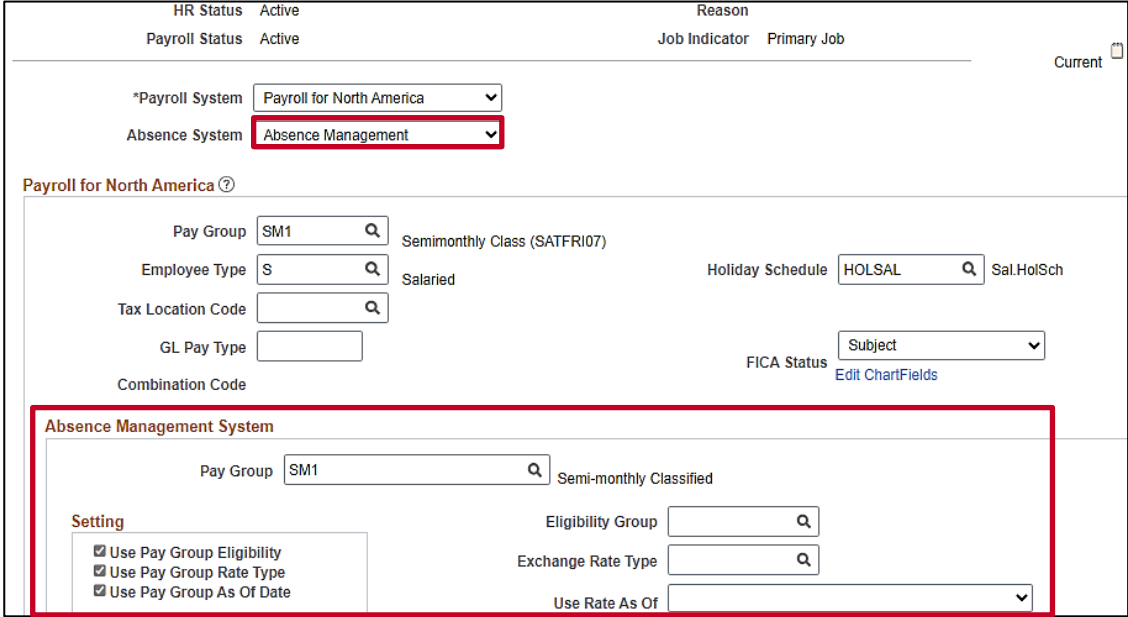

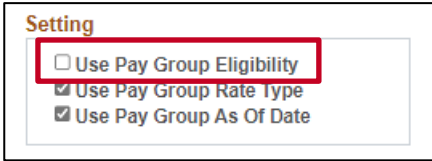
Payroll for North America ?




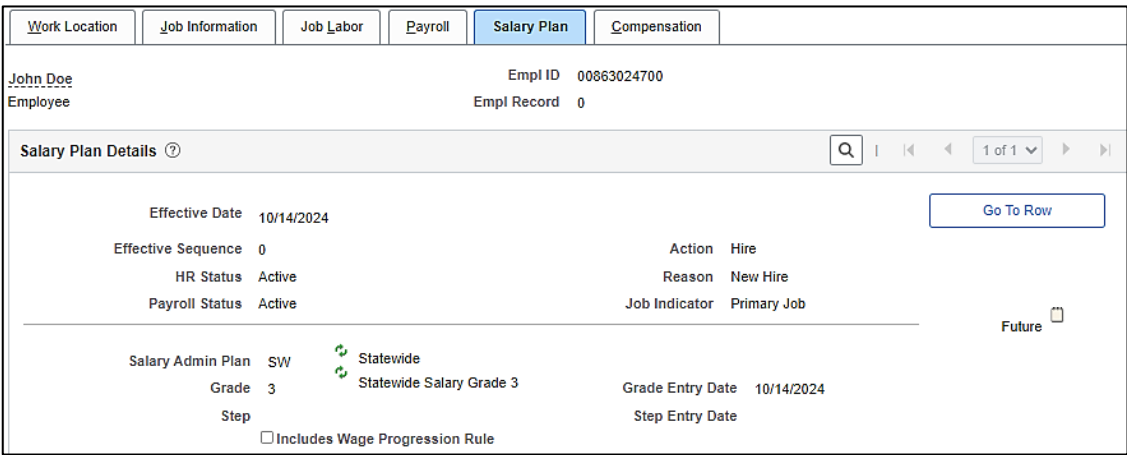


Pay Group	<input type="text" value="SM1"/>	Semimonthly Class (SATFR107)	
Employee Type	<input type="text" value="S"/>	Salaried	Holiday Schedule <input type="text" value="HOLSAL"/> Sal.HolSch
Tax Location Code	<input type="text" value=""/>		FICA Status <input type="text" value="Subject"/>
GL Pay Type	<input type="text" value=""/>		Edit ChartFields
Combination Code	<input type="text" value=""/>		

Absence Management System

Pay Group	<input type="text" value="SM1"/>	Semi-monthly Classified
-----------	----------------------------------	-------------------------

Setting	Eligibility Group <input type="text" value=""/>
<input checked="" type="checkbox"/> Use Pay Group Eligibility	Exchange Rate Type <input type="text" value=""/>
<input checked="" type="checkbox"/> Use Pay Group Rate Type	Use Rate As Of <input type="text" value=""/>
<input checked="" type="checkbox"/> Use Pay Group As Of Date	

Step	Action
62.	<p>The FICA Status field defaults to “Subject” for regular Social Security and Medicare tax withholdings. Update as needed based upon the following guidance:</p> <ul style="list-style-type: none"> • “Exempt” if the employee is exempt from both Social Security and Medicare tax withholdings • “Medicare only” if the employee is only subject to Medicare tax withholdings 
63.	<p>The Employee Type and Holiday Schedule fields default based on the Pay Group selected. If “Absence Management” is selected, the Pay Group field within the Absence Management System section auto-populates based on the Pay Group previously selected in the Payroll for North America section.</p> 
64.	<p>Click the Tax Location Code Look Up icon and select the applicable code based on the location of the employee’s office.</p> 
65.	<p>The Use Pay Group Eligibility checkbox option is selected by default. De-select this checkbox option.</p> 

Step	Action
66.	<p>Click the Eligibility Group Look Up icon and select the applicable Eligibility Group for the employee.</p> 
	<p>For further information on updating the Eligibility Group, see the Job Aid titled TA374_Absence Management Leave Types and Eligibility. This Job Aid can be found on the Cardinal website in Job Aids under Learning.</p>
67.	<p>Scroll up to the top of the page as needed and click the Salary Plan tab.</p> 
<p>The Salary Plan tab displays.</p> 	
68.	<p>Review the Salary Plan information. This information comes from the position.</p>
	<p>If the Salary Plan information is incorrect, cancel the action and make corrections to the Position before assigning the employee to the Position. The Salary Admin Plan/Grade may change for the employee if this action is a promotion or demotion. For further information on updating Position Data, see the Job Aid titled HR351_Managing a Position and Job Change. This Job Aid can be found on the Cardinal website in Job Aids under Learning.</p>
69.	<p>If the Salary Plan information is correct, click the Compensation tab.</p> 



Step	Action
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The **Compensation** tab displays.


70.	If not already populated, enter or select the employee's pay frequency in the Frequency field (e.g., "S" for Semimonthly; "H" for Hourly).
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71.	Click the Default Pay Components button.
-----	---

72.	Scroll down to the Pay Components section as needed.
-----	---

The **Pay Components** section displays.

73.	Click the Rate Code Look Up icon and select the applicable Rate Code.
-----	--

Step	Action																																
74.	<p>Enter the compensation to pay the employee (Annual Salary or Hourly Rate) in the Comp Rate field.</p> <table border="1"> <thead> <tr> <th>*Rate Code</th> <th>Seq</th> <th>Comp Rate</th> <th>Currency</th> <th>Frequency</th> <th>Percent</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td style="border: 2px solid red;"></td> <td></td> <td></td> <td></td> <td>+</td> <td>-</td> </tr> </tbody> </table>	*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent			1	0					+	-																
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent																												
1	0					+	-																										
75.	<p>The Currency and Frequency fields default based on the Rate Code selected.</p>																																
	<p>If multiple Rate Codes need to be entered, click the Add a New Row icon (+) and repeat steps 73 - 75.</p> <table border="1"> <thead> <tr> <th>*Rate Code</th> <th>Seq</th> <th>Comp Rate</th> <th>Currency</th> <th>Frequency</th> <th>Percent</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td style="border: 2px solid red;">+</td> <td>-</td> </tr> </tbody> </table>	*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent			1	0					+	-																
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent																												
1	0					+	-																										
76.	<p>Click the Calculate Compensation button.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block;"> Calculate Compensation </div>																																
<p>The Compensation tab refreshes.</p> <div style="border: 1px solid gray; padding: 10px;"> <p>Pay Components ⓘ</p> <p>Amounts Controls Changes Conversion ⌵</p> <table border="1"> <thead> <tr> <th>*Rate Code</th> <th>Seq</th> <th>Comp Rate</th> <th>Currency</th> <th>Frequency</th> <th>Percent</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1 STATE</td> <td>0</td> <td>40,000.000000</td> <td>USD</td> <td>A</td> <td></td> <td>+</td> <td>-</td> </tr> <tr> <td>2 NONST</td> <td>0</td> <td>10,000.000000</td> <td>USD</td> <td>A</td> <td></td> <td>+</td> <td>-</td> </tr> <tr> <td>3 SPPAY</td> <td>0</td> <td>1,200.000000</td> <td>USD</td> <td>A</td> <td></td> <td>+</td> <td>-</td> </tr> </tbody> </table> <p>Calculate Compensation</p> <p>Job Data Employment Data Earnings Distribution Benefits Program Participation</p> <p>OK Cancel Apply Refresh</p> </div>		*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent			1 STATE	0	40,000.000000	USD	A		+	-	2 NONST	0	10,000.000000	USD	A		+	-	3 SPPAY	0	1,200.000000	USD	A		+	-
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent																												
1 STATE	0	40,000.000000	USD	A		+	-																										
2 NONST	0	10,000.000000	USD	A		+	-																										
3 SPPAY	0	1,200.000000	USD	A		+	-																										
77.	<p>Click the Employment Data link at the bottom of the page.</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Job Data Employment Data Earnings Distribution Benefits Program Participation</p> </div>																																

Step	Action
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The **Employment Information** page displays.

Employment Information

John.Doe Empl ID 00863024900
Employee Empl Record 0

Organizational Instance ?

Organizational Instance Rcd	0	Original Start Date	10/14/2024	<input type="checkbox"/> Override
Last Start Date		First Start Date		
Termination Date		Years	Months	Days
Org Instance Service Date	10/14/2024	<input type="checkbox"/> Override		0 0 0


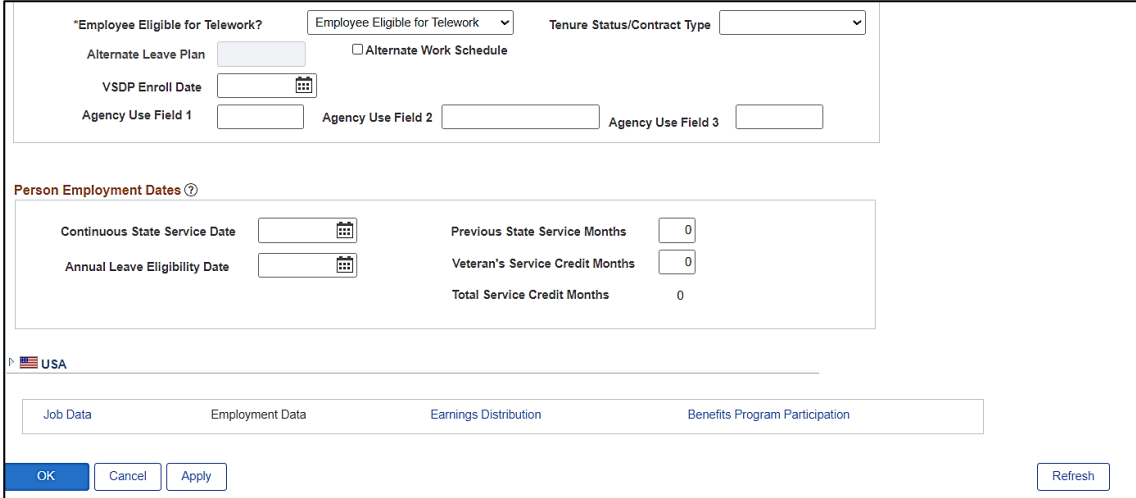
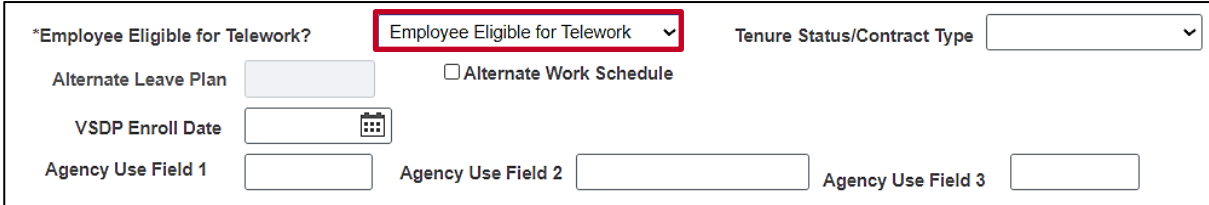

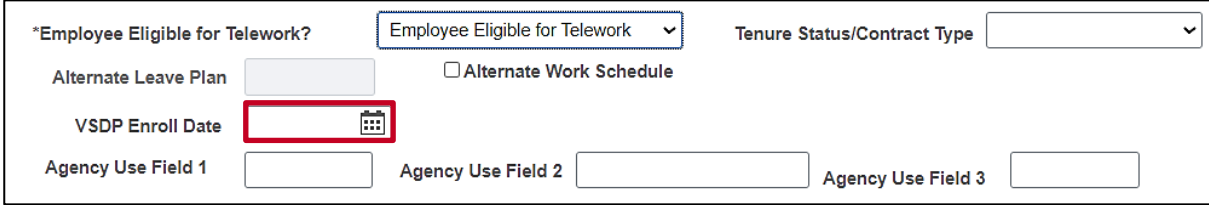
Organizational Assignment Data ?


Instance Record


Last Assignment Start Date	10/14/2024	First Assignment Start	10/14/2024
Assignment End Date			
Home/Host Classification	Home	Years	Months
Company Seniority Date	10/14/2024	<input type="checkbox"/> Override	
Benefits Service Date	10/14/2024	<input type="checkbox"/> Override	
Seniority Pay Calc Date	10/14/2024	<input type="checkbox"/> Override	
VSDP Sick/PER Leave Effct Date			
Probation Date	<input type="text" value=""/>	Last Verification Date	<input type="text" value=""/>

78.	<p>If the employee is a Classified new hire employee, click the Probation Date Calendar icon and select the date one year from the hire/rehire date, if applicable.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Probation Date 10/18/2025 </p> <p>Business Title Program Support Technician</p> </div>
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79.	Scroll down on the page.
-----	--------------------------

Step	Action
	<p>Before recording the employee's telework status, the Agency HR administrator should verify if the employee will be teleworking. For further information on selecting the appropriate telework option, see the Job Aid titled HR351_Managing Employee Teleworker Data. This Job Aid can be found on the Cardinal website in Job Aids under Learning.</p> 
80.	<p>Click the Employee Eligible for Telework dropdown button and select the applicable value based on the employee's eligibility for telework.</p> 
	<p>If the Agency does not use Cardinal Absence Management, the Alternate Leave Plan field must be completed based on the employee's leave program (e.g., VSDP Elig Group) in order for the employee to have a complete Total Compensation statement in Cardinal ESS.</p>
81.	<p>Enter the enrollment date in the VSDP Enroll Date fields. This field is provided to VNAV and is used by the VSDP vendor to determine the program enrollment date.</p> 

Step	Action															
82.	<p>Enter the Continuous State Service Date and select the employee's hire/rehire date. This field is used to determine the employee's eligibility for legislative pay increases for all salaried employees, as well as severance, and benefits at layoff for VPA covered employees (if applicable).</p> <div data-bbox="256 478 1175 688" style="border: 1px solid black; padding: 5px;"> <p>Person Employment Dates ⓘ</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Continuous State Service Date</td> <td style="width: 20%; border: 1px solid gray; padding: 2px;">10/18/2024 ⓘ</td> <td style="width: 10%;"></td> <td style="width: 20%;">Previous State Service Months</td> <td style="width: 10%; border: 1px solid gray; padding: 2px;">0</td> </tr> <tr> <td>Annual Leave Eligibility Date</td> <td style="border: 1px solid gray; padding: 2px;">10/18/2024 ⓘ</td> <td></td> <td>Veteran's Service Credit Months</td> <td style="border: 1px solid gray; padding: 2px;">0</td> </tr> <tr> <td colspan="3"></td> <td>Total Service Credit Months</td> <td style="text-align: center;">0</td> </tr> </table> </div>	Continuous State Service Date	10/18/2024 ⓘ		Previous State Service Months	0	Annual Leave Eligibility Date	10/18/2024 ⓘ		Veteran's Service Credit Months	0				Total Service Credit Months	0
Continuous State Service Date	10/18/2024 ⓘ		Previous State Service Months	0												
Annual Leave Eligibility Date	10/18/2024 ⓘ		Veteran's Service Credit Months	0												
			Total Service Credit Months	0												
83.	<p>If the employee has any previous State service months (rehires only), enter the applicable number of months of previous State service in the Previous State Service Months field. Use the HR351_Managing Service Dates Calculator when the employee has prior State service or Veteran's Service Credit Months.</p> <div data-bbox="256 877 1175 1087" style="border: 1px solid black; padding: 5px;"> <p>Person Employment Dates ⓘ</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Continuous State Service Date</td> <td style="width: 20%; border: 1px solid gray; padding: 2px;">10/18/2024 ⓘ</td> <td style="width: 10%;"></td> <td style="width: 20%;">Previous State Service Months</td> <td style="width: 10%; border: 1px solid gray; padding: 2px;">0</td> </tr> <tr> <td>Annual Leave Eligibility Date</td> <td style="border: 1px solid gray; padding: 2px;">10/18/2024 ⓘ</td> <td></td> <td>Veteran's Service Credit Months</td> <td style="border: 1px solid gray; padding: 2px;">0</td> </tr> <tr> <td colspan="3"></td> <td>Total Service Credit Months</td> <td style="text-align: center;">0</td> </tr> </table> </div>	Continuous State Service Date	10/18/2024 ⓘ		Previous State Service Months	0	Annual Leave Eligibility Date	10/18/2024 ⓘ		Veteran's Service Credit Months	0				Total Service Credit Months	0
Continuous State Service Date	10/18/2024 ⓘ		Previous State Service Months	0												
Annual Leave Eligibility Date	10/18/2024 ⓘ		Veteran's Service Credit Months	0												
			Total Service Credit Months	0												
84.	<p>If the employee has any veteran service and has provided their military service documentation (DD214), enter the applicable number of veteran's service months in the Veteran's Service Credit Months field.</p> <div data-bbox="256 1241 1175 1451" style="border: 1px solid black; padding: 5px;"> <p>Person Employment Dates ⓘ</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Continuous State Service Date</td> <td style="width: 20%; border: 1px solid gray; padding: 2px;">10/18/2024 ⓘ</td> <td style="width: 10%;"></td> <td style="width: 20%;">Previous State Service Months</td> <td style="width: 10%; border: 1px solid gray; padding: 2px;">0</td> </tr> <tr> <td>Annual Leave Eligibility Date</td> <td style="border: 1px solid gray; padding: 2px;">10/18/2024 ⓘ</td> <td></td> <td>Veteran's Service Credit Months</td> <td style="border: 1px solid gray; padding: 2px;">0</td> </tr> <tr> <td colspan="3"></td> <td>Total Service Credit Months</td> <td style="text-align: center;">0</td> </tr> </table> </div>	Continuous State Service Date	10/18/2024 ⓘ		Previous State Service Months	0	Annual Leave Eligibility Date	10/18/2024 ⓘ		Veteran's Service Credit Months	0				Total Service Credit Months	0
Continuous State Service Date	10/18/2024 ⓘ		Previous State Service Months	0												
Annual Leave Eligibility Date	10/18/2024 ⓘ		Veteran's Service Credit Months	0												
			Total Service Credit Months	0												
	<p>The Total Service Credit Months field is a read-only field. It is auto populated as the sum of the veteran's service credit months and the previous State service months. It is used to determine the annual leave eligibility date when there is a break in service or veteran's service applies. The annual leave accrual is determined by using prior State service and veteran's service in the military, National Guard, or Reserves.</p>															

Step	Action															
85.	<p>Complete the Annual Leave Eligibility Date field by selecting either:</p> <ul style="list-style-type: none"> The employee's hire date if they have no prior State service or veteran's service credit months The calculated Annual Leave Eligibility Date that was determined using the HR351_Managing Service Dates Calculator (if the employee has prior State service or veteran's service credit months) <div data-bbox="256 562 1175 772" style="border: 1px solid black; padding: 5px;"> <p>Person Employment Dates <small>?</small></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Continuous State Service Date</td> <td style="width: 15%;"><input type="text" value="10/18/2024"/></td> <td style="width: 15%;"></td> <td style="width: 20%;">Previous State Service Months</td> <td style="width: 10%;"><input type="text" value="0"/></td> </tr> <tr> <td>Annual Leave Eligibility Date</td> <td><input type="text" value="10/18/2024"/></td> <td></td> <td>Veteran's Service Credit Months</td> <td><input type="text" value="0"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Total Service Credit Months</td> <td>0</td> </tr> </table> </div>	Continuous State Service Date	<input type="text" value="10/18/2024"/>		Previous State Service Months	<input type="text" value="0"/>	Annual Leave Eligibility Date	<input type="text" value="10/18/2024"/>		Veteran's Service Credit Months	<input type="text" value="0"/>				Total Service Credit Months	0
Continuous State Service Date	<input type="text" value="10/18/2024"/>		Previous State Service Months	<input type="text" value="0"/>												
Annual Leave Eligibility Date	<input type="text" value="10/18/2024"/>		Veteran's Service Credit Months	<input type="text" value="0"/>												
			Total Service Credit Months	0												
	<p>The Annual Leave Eligibility Date field must be updated for all VPA covered employees and salaried employees for Agencies that use Cardinal Absence Management. This field auto-populates the Company Seniority Date field. For a detailed description of the date fields on the Employment Information page, refer to the Job Aid titled HR351_Managing Service Dates and Breaks in Service. This Job Aid can be found on the Cardinal website in the Job Aids under Learning.</p>															
86.	<p>Click the Benefits Program Participation link at the bottom of the page.</p> <div data-bbox="256 1094 1461 1167" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"> Job Data Employment Data Earnings Distribution Benefits Program Participation </p> </div>															



Step	Action
	The Benefits Program Participation page displays.

Benefit Program Participation

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Benefit Status ⓘ 🔍 | ⏪ ⏩ 1 of 1 ⏪ ⏩

Benefit Record Number	0 ⓘ	Go To Row
Effective Date	01/01/2025	
Effective Sequence	0	Action Hire
HR Status	Active	Reason New Hire
Payroll Status	Active	Job Indicator Primary Job

*Benefits System Current ⓘ
Benefits Employee Status Active

Annual Benefits Base Rate USD [ACA Eligibility Details](#)



Benefits Administration Eligibility ⓘ

BAS Group ID <input type="text"/> ⓘ	Elig Fld 2 <input type="text"/> ⓘ	Elig Fld 3 <input type="text"/> ⓘ
Elig Fld 1 <input type="text"/> ⓘ	Elig Fld 5 <input type="text"/> ⓘ	Elig Fld 6 <input type="text"/> ⓘ
Elig Fld 4 <input type="text"/> ⓘ	Elig Fld 8 <input type="text"/> ⓘ	Elig Fld 9 <input type="text"/> ⓘ

Benefit Program Participation Details ⓘ 🔍 | ⏪ ⏩ 1 of 1 ⏪ ⏩ | [View All](#)

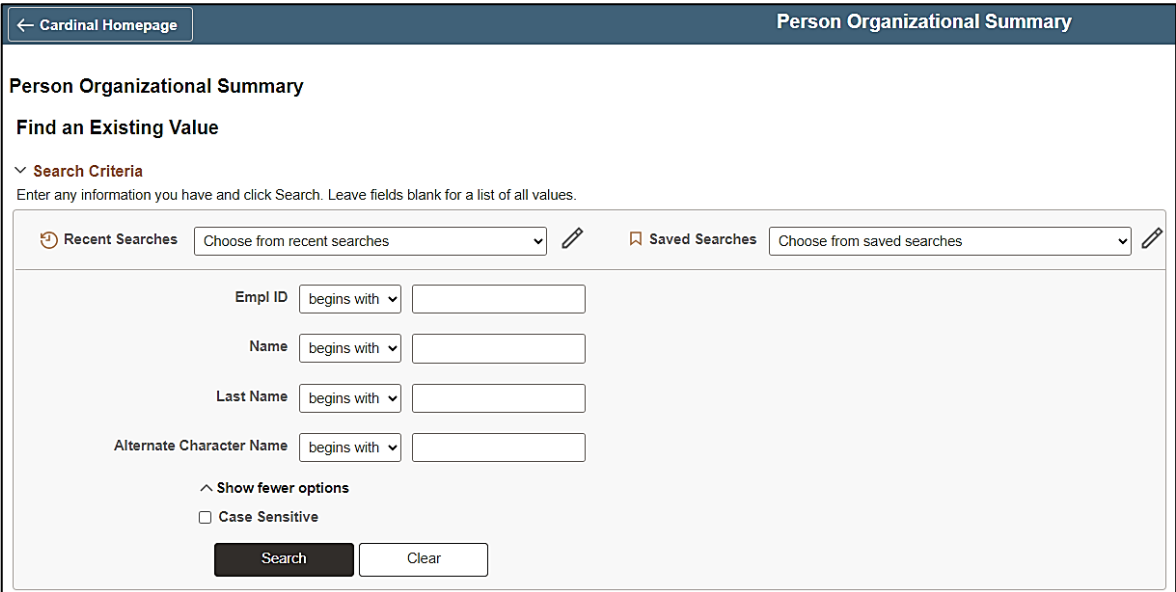

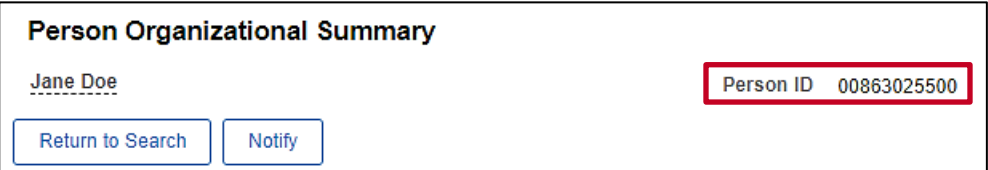
Effective Date	04/25/2025	Currency Code
Benefit Program		



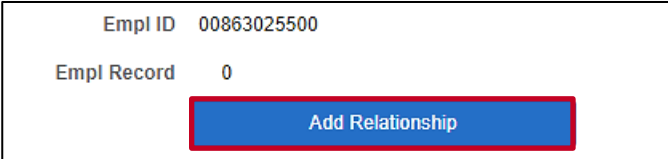
[Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Step	Action												
87.	<p>Complete the Elig Fld 2, Elig Fld 3, Elig Fld 8, and Elig Fld 9 fields based on the following:</p> <ul style="list-style-type: none"> • Elig Fld 2 - select the applicable Healthcare Group ID (Department value). These values are provided to the health benefit vendors and reflect the group in which the employee is enrolled (DHRM provided 9-digit number) • Elig Fld 3 - select “Y” when time is entered by the employee or select “N” when time is entered by a Timekeeper or time is interfaced. Elig Fld 3 should only be completed for PY/TA agencies. Otherwise, Elig Fld 3 should be left blank. Selecting “Y” gives the employee modify access to the timesheet. Selecting “N” or leaving the field blank gives the employee view only access to the timesheet • Elig Fld 8 - select the applicable pay frequency (e.g., salaried is “12-24” and hourly is “12-26”) • Elig Fld 9 - select the applicable value. These values represent the nature of the employee and how the employee health premiums are paid. Select the breakdown of how the benefits payment will be split between the employee (EE) and the employer (ER) <div data-bbox="272 869 1442 1100" style="border: 1px solid black; padding: 5px;"> <p>Benefits Administration Eligibility ☺</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">BAS Group ID <input type="text"/></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> <tr> <td>Elig Fld 1 <input type="text"/></td> <td>Elig Fld 2 <input style="border: 2px solid red;" type="text"/></td> <td>Elig Fld 3 <input style="border: 2px solid red;" type="text"/></td> </tr> <tr> <td>Elig Fld 4 <input type="text"/></td> <td>Elig Fld 5 <input type="text"/></td> <td>Elig Fld 6 <input type="text"/></td> </tr> <tr> <td>Elig Fld 7 <input type="text"/></td> <td>Elig Fld 8 <input style="border: 2px solid red;" type="text"/></td> <td>Elig Fld 9 <input style="border: 2px solid red;" type="text"/></td> </tr> </table> </div>	BAS Group ID <input type="text"/>			Elig Fld 1 <input type="text"/>	Elig Fld 2 <input style="border: 2px solid red;" type="text"/>	Elig Fld 3 <input style="border: 2px solid red;" type="text"/>	Elig Fld 4 <input type="text"/>	Elig Fld 5 <input type="text"/>	Elig Fld 6 <input type="text"/>	Elig Fld 7 <input type="text"/>	Elig Fld 8 <input style="border: 2px solid red;" type="text"/>	Elig Fld 9 <input style="border: 2px solid red;" type="text"/>
BAS Group ID <input type="text"/>													
Elig Fld 1 <input type="text"/>	Elig Fld 2 <input style="border: 2px solid red;" type="text"/>	Elig Fld 3 <input style="border: 2px solid red;" type="text"/>											
Elig Fld 4 <input type="text"/>	Elig Fld 5 <input type="text"/>	Elig Fld 6 <input type="text"/>											
Elig Fld 7 <input type="text"/>	Elig Fld 8 <input style="border: 2px solid red;" type="text"/>	Elig Fld 9 <input style="border: 2px solid red;" type="text"/>											
	<p>Do not make any updates to the Benefit Program Participation Details section.</p> <p>For further information on the Eligibility Configuration valid values, refer to the Job Aid titled BN361_Overview of the Eligibility Configuration Fields. This Job Aid can be found on the Cardinal website in Job Aids under Learning.</p>												
88.	<p>Review all the information entered for the employee using the Job Data link at the bottom of the page to go back through the tabs. Update anything that is entered incorrectly.</p> <div data-bbox="256 1402 1252 1457" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 2px solid red;">Job Data</td> <td style="width: 25%; text-align: center;">Employment Data</td> <td style="width: 25%; text-align: center;">Earnings Distribution</td> <td style="width: 25%; text-align: center;">Benefits Program Participation</td> </tr> </table> </div>	Job Data	Employment Data	Earnings Distribution	Benefits Program Participation								
Job Data	Employment Data	Earnings Distribution	Benefits Program Participation										
	<p>Once the record is saved, if anything is incorrect a help desk ticket must be entered to make the correction. If any of the following fields are blank, a warning message will display: Elig Fld 2, Elig Fld 3, Elig Fld 8, and Elig Fld 9.</p>												
89.	<p>Continue to the Agency Next Steps After Entering New Hire section of this Job Aid.</p>												

Hiring a Person When Personal Data (Employee ID) Exists in Cardinal

There are times when only personal data exists in Cardinal for a person. When this is the case, only the person's name and Employee ID will display on the **Person Organizational Summary** page. To complete the hire, the person must be hired by creating a new employment instance to create an employee record.

Step	Action
1.	Navigate to the Person Organizational Summary page using the following path: NavBar > Menu > Workforce Administration > Personal Information > Person Organizational Summary
The Person Organizational Summary Find an Existing Value page displays.	
	
2.	Enter any search criteria and then click the Search button. 
3.	Copy the Employee ID from the Person ID field. 

Step	Action
4.	Navigate to the Add Employment Instance page using the following path: NavBar > Menu > Workforce Administration > Personal Information > Organizational Relationships > New Employment Instance
<p>The New Employment Instance page displays.</p> 	
	Validate that the correct Employee ID and Employee Record Number are displayed. For a brand-new hire, the employee record should be Employee Record Number "0".
5.	Click the Add Relationship button. 



Step	Action
	<p>The New Employment Instance page displays with the Work Location tab displayed by default.</p> <div data-bbox="149 378 1461 1081"><p>New Employment Instance</p><p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p><p>Jane Doe Employee Empl ID 00863025500 Empl Record 0</p><p>Work Location Details (1 of 1)</p><p>*Effective Date: 10/21/2024 Effective Sequence: 0 HR Status: Active Payroll Status: Active</p><p>*Action: Hire Reason: *Job Indicator: Primary Job</p><p>Position Number: Position Entry Date: *Regulatory Region: USA</p><p>Buttons: Go To Row, Calculate Status and Dates, Override Position Data</p></div>
6.	Complete the hire as detailed in the Completing a New Hire section of this Job Aid beginning with Step 52.

Agency Next Steps After Entering the New Hire

Be sure to enter/review the employee's citizenship, update the employee's personal data, and add the telework agreement if one has been established/approved.

- For further information on entering citizenship information, updating personal data, and the telework agreement, see Job Aids titled **HR351 Viewing and Modifying Personal Data** and **HR351 Maintain Employee Teleworker Data**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**

If the Agency requires the **Employee Activity Report** to be placed in the personnel file, be sure to run the **Employee Activity Report**. This report can be found in the **Cardinal HCM Human Resources Reports Catalog**. The reports catalog can be found on the Cardinal website in **Reports Catalog** under **Resources**.

Communicate with the employee to complete state and federal withholding forms, direct deposit elections, etc. per established business practices. If tax withholding paperwork is not collected and entered prior to the first payroll period, withholdings will default to single and zero. State taxes default to Virginia. Please coordinate with the Agency Payroll Administrator.

Coordinate with an Agency Benefits Administrator to ensure that eligible employees complete their benefit elections (within 30 days per OHB policy).

- For further information on completing benefit elections, see the Job Aid titled **BN361_Completing a New Hire Enrollment**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**

Coordinate with an Agency Time and Labor (TL) Administrator to ensure that all employees are assigned the applicable Work Schedule (can be assigned by either a TL Administrator or the employee's supervisor) and review their TA eligibilities (e.g., overtime, comp leave, etc.).

- For further information on assigning Work Schedules, see Job Aid titled **TA_Maintaining Employee Work Schedules**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**