

### **HR351\_Managing the Layoff Process**

#### **Managing the Layoff Process Overview**

The Layoff business process captures an employee's departure from an Agency due to Layoff or Temporary Workforce Reduction (TWFR).

Prior to making any changes to an employee's record, validate that the layoff package is complete, and all information is noted, as specific dates will be needed for effective dating of the Layoff transaction and the tracking of various dates on the Job Data Notepad. The Layoff Notice date should be entered in accordance with the layoff policy as the date in which the first notice of layoff was issued to the employee. This documents the date the initial notice was provided to the employee.

This business process is applicable to state Agencies with VPA employees.

After the Layoff transaction is saved, all HCM functional areas will be updated appropriately:

- Benefits status will be updated in Cardinal Benefits (BN); COBRA eligibility will be triggered if applicable
- Time Reporter will be updated for Cardinal TA. Productive and non-productive time can still be entered and approved prior to the effective date of the Layoff
- For Agencies using the Cardinal Absence Management (AM) system, the updated HR status will stop leave accruals
- The updated Payroll status will not create a Paysheet for the employee

Agency HR will need to coordinate with Agency Payroll and an Agency Benefits Administrator (BA) for final pay, (e.g., salary, OT, leave payout) due the employee. Additional steps may be needed for a Paysheet to be created in order to make the final payment(s).

If there is a large volume of updates, the Agency can submit a file to be uploaded using the mass upload process. For more information on Mass Updates, see the Job Aid titled **Performing a Mass Upload** on the Cardinal website in **Job Aids** under **Learning**.

Involuntary Separation in the form of disciplinary action and Voluntary Separations in the form of retirement or resignation will not be covered in this Job Aid but can be found in the Job Aid titled **HR351\_Separation Statuses**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

**Note**: For Layoffs where Severance Payments and Health Benefits continue, follow DHRM Policy 1.30.

**Note**: For Layoffs where Severance Payments remain active and Health Benefits are inactive, follow DHRM Policy 1.30.

**Note**: For a Layoff Separation when Severance Benefits end, follow DHRM Policy 1.57.

**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.

Rev 11/10/2025 Page 1 of 20



# **HR351\_Managing the Layoff Process**

#### **Table of Contents**

Revision History	3
Layoff	4
TWFR – Reduce Hours	
TWFR – Not Working	13
Recall from Lavoff	17



# **HR351\_Managing the Layoff Process**

## **Revision History**

Revision Date	Summary of Changes
11/10/2025	Notes added to <u>Section 1</u> and <u>Section 3</u> to reference HR351_Action Reason Job Aid and Termination Date field.
3/1/2025	Updated the screenshots of the Search pages ( <u>Section 1</u> ; after Steps 1; <u>Section 2</u> , after Step 1; <u>Section 3</u> , after Step 1; <u>Section 4</u> , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Rev 11/10/2025 Page 3 of 20



# **HR351\_Managing the Layoff Process**

## Layoff

Step	Action
1.	Navigate to the <b>Job Data</b> page using the following path:  NavBar > Menu > Workforce Administration > Job Information > Job Data
The <b>Job</b> I	Data Find an Existing Value page displays.
	Job Data  Find an Existing Value   Search Criteria  Enter any information you have and click Search. Leave fields blank for a list of all values.
	Empl ID begins with   Empl Record =   Name begins with
	Last Name   begins with ✓    Second Last Name   begins with ✓
	Alternate Character Name begins with
	Middle Name begins with >
	^ Show fewer options  □ Case Sensitive □ Include History □ Correct History  Search □ Clear □
i	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b> . This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
2.	Enter the employee's Employee ID in the <b>Empl ID</b> field.
	<b>Note</b> : Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.
	Empl ID begins with >
3.	Select the Include History checkbox option.
	☐ Case Sensitive ☐ Include History ☐ Correct History
4.	Click the <b>Search</b> button.
	Search Clear

Rev 11/10/2025 Page 4 of 20



### HR351\_Managing the Layoff Process

#### **Step Action** The Job Data page for the employee displays with the Work Location tab displayed by default. Work Location Job Information Salary Plan Compensation Empl ID Employee Empl Record 0 Q | | | 1 of 1 v | b | Work Location Details ③ \*Effective Date 07/12/2024 ⅲ Go To Row +| Effective Sequence 0 Hire New Hire HR Status Active Reason \*Job Indicator Primary Job Payroll Status Active Position Number CJSTRN01 Q Analyst Override Position Data Position Entry Date 07/12/2024 ☐ Position Management Record 5. Click the **Add a New Row** icon to add a new effective dated row. Go To Row + Hire \*Action New Hire Reason \*Job Indicator Primary Job The **Job Data** page refreshes with the new effective dated row displayed. Work Location Job Information Salary Plan Compensation Empl ID Employee Empl Record 0 Work Location Details ③ 1 of 2 🕶 \*Effective Date 01/16/2025 iii Go To Row Effective Sequence 0 Hire \*Action New Hire HR Status Active Payroll Status Active \*Job Indicator Primary Job Current Position Number | CJSTRN01 Q Analyst Override Position Data

1

Position Entry Date

07/12/2024

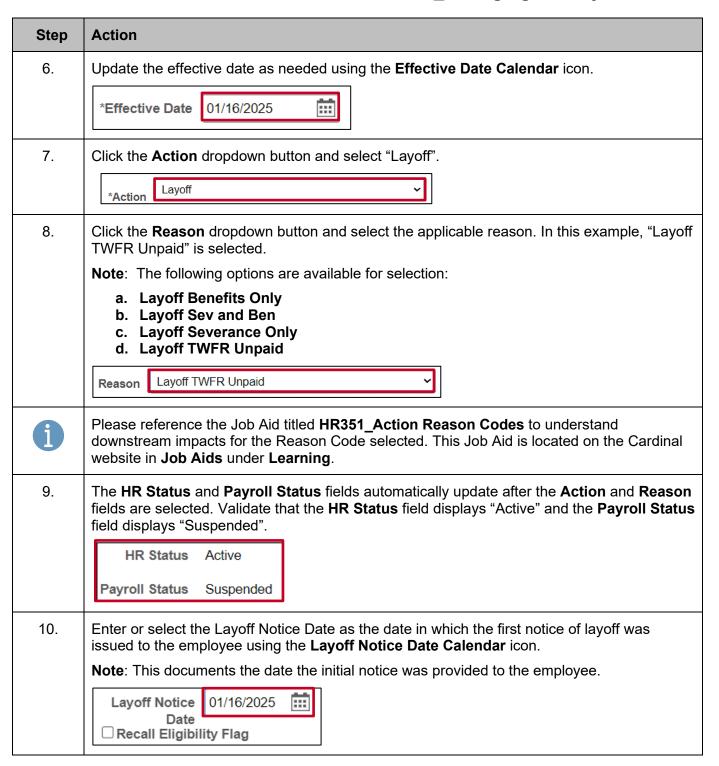
Position Management Record

When a new row is created, the row count increases by one and the **Effective Date** field displays the current date.

Rev 11/10/2025 Page 5 of 20



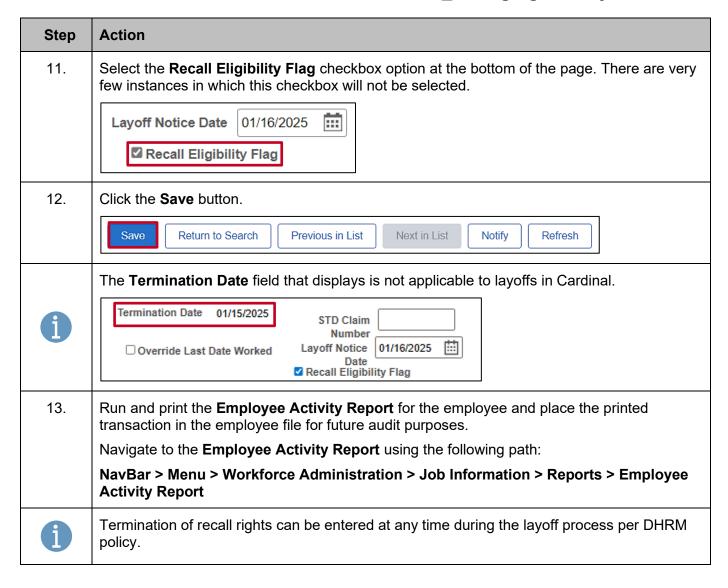
### **HR351\_Managing the Layoff Process**



Rev 11/10/2025 Page 6 of 20



# **HR351\_Managing the Layoff Process**

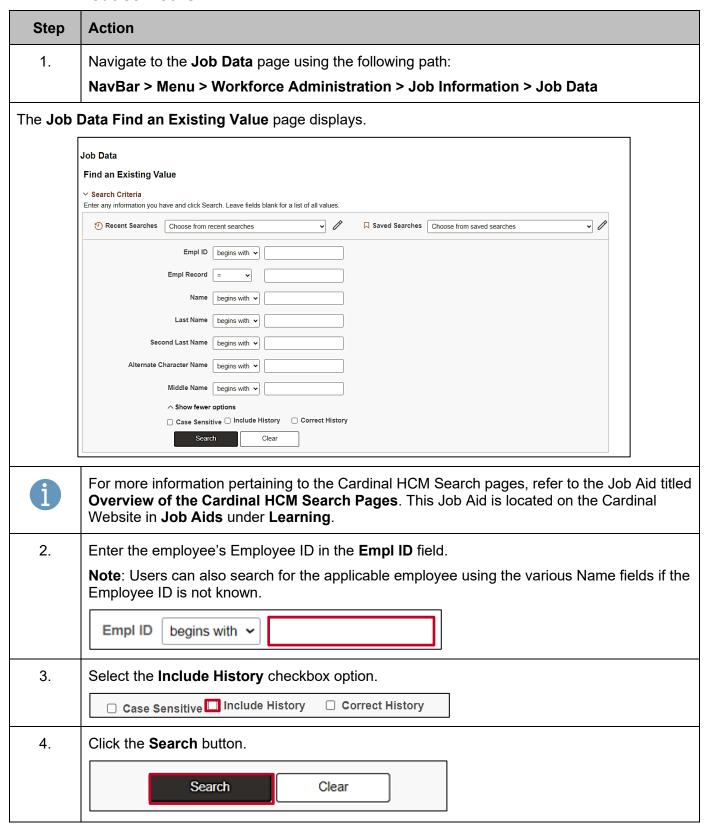


Rev 11/10/2025 Page 7 of 20



### **HR351\_Managing the Layoff Process**

#### TWFR - Reduce Hours



Rev 11/10/2025 Page 8 of 20



### **HR351\_Managing the Layoff Process**

#### **Step Action** The **Job Data** page for the employee displays with the **Work Location** tab displayed by default. Work Location Job Information Salary Plan Compensation Empl ID Employee Empl Record 0 Q | | | 1 of 1 v | b | Work Location Details ③ \*Effective Date 07/12/2024 ⅲ Go To Row + | -Effective Sequence 0 Hire HR Status Active Reason \*Job Indicator Primary Job Payroll Status Active Position Number CJSTRN01 Q Analyst Override Position Data Position Entry Date 07/12/2024 ☐ Position Management Record 5. Click the **Add a New Row** icon to add a new effective dated row. Go To Row Hire \*Action New Hire Reason \*Job Indicator Primary Job The **Job Data** page refreshes with the new effective dated row displayed. Work Location Job Information Salary Plan Compensation Empl ID Employee Empl Record 0 1 of 2 🕶 **▶** | **▶**| Work Location Details ? \*Effective Date 01/16/2025 **...** Go To Row Effective Sequence Hire \*Action New Hire HR Status Active Reason \*Job Indicator Primary Job Payroll Status Active Current



Position Number | CJSTRN01

Position Entry Date

Q

07/12/2024 ☐ Position Management Record

Override Position Data

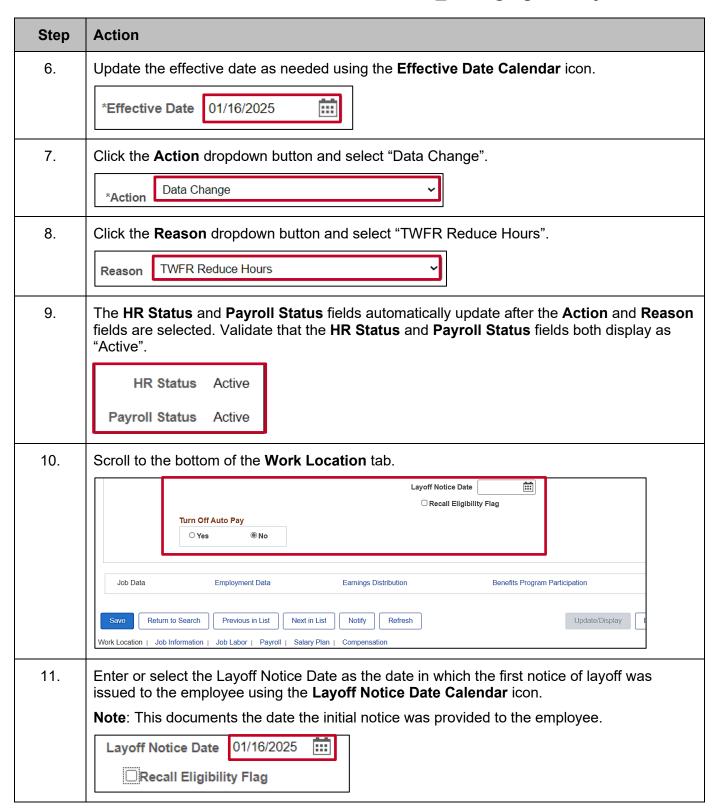
Analyst

When a new row is created, the row count increases by one and the **Effective Date** field displays the current date.

Rev 11/10/2025 Page 9 of 20



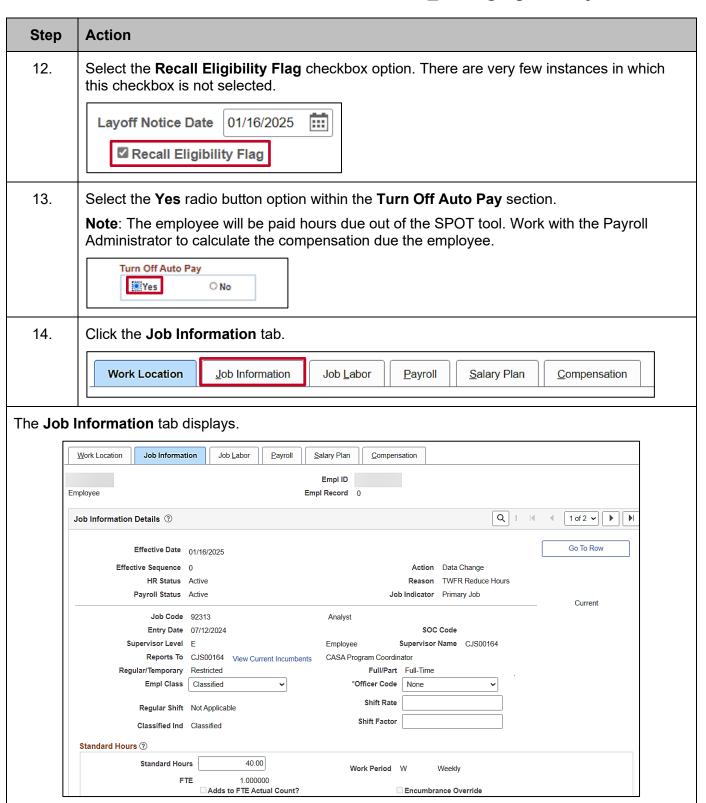
### **HR351\_Managing the Layoff Process**



Rev 11/10/2025 Page 10 of 20



# **HR351\_Managing the Layoff Process**



Rev 11/10/2025 Page 11 of 20



# **HR351\_Managing the Layoff Process**

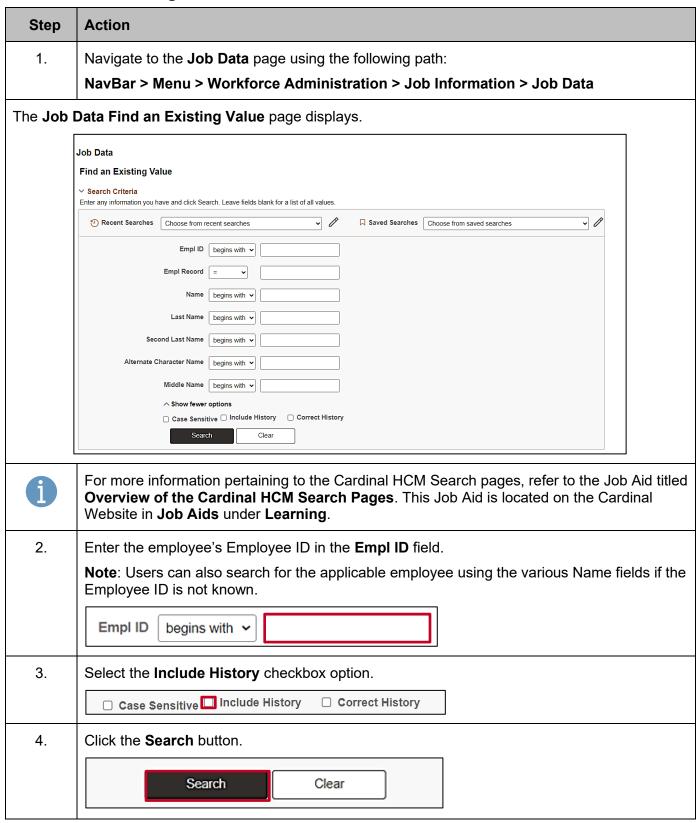
Step	Action	
15.	Enter the new standard hours for the employee, as defined in the TWFR Reduction Agreement, in the <b>Standard Hours</b> field and then press the <b>Tab</b> key.	
	<b>Note</b> : The remaining fields within the <b>Standard Hours</b> section update as applicable based on the new standard hours. Review as needed for accuracy.	
	Standard Hours 20.00	
16.	Click the Save button.	
	Save Return to Search Previous in List Next in List Notify Refresh	
17.	Run and print the <b>Employee Activity Report</b> for the employee and place the printed transaction in the employee file for future audit purposes.	
	Navigate to the <b>Employee Activity Report</b> using the following path:	
	NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Activity Report	
i	Termination of recall rights can be entered at any time during the layoff process per DHRM policy.	

Rev 11/10/2025 Page 12 of 20



### **HR351\_Managing the Layoff Process**

#### TWFR - Not Working



Rev 11/10/2025 Page 13 of 20



### **HR351\_Managing the Layoff Process**

#### **Step Action** The **Job Data** page for the employee displays with the **Work Location** tab displayed by default. Work Location Job Information Salary Plan Compensation Empl ID Employee Empl Record 0 Q | | | 1 of 1 v | b | Work Location Details ③ \*Effective Date 07/12/2024 ⅲ Go To Row + | -Effective Sequence 0 Hire HR Status Active Reason \*Job Indicator Primary Job Payroll Status Active Position Number CJSTRN01 Q Analyst Override Position Data Position Entry Date 07/12/2024 ☐ Position Management Record 5. Click the **Add a New Row** icon to add a new effective dated row. Go To Row + Hire \*Action New Hire Reason \*Job Indicator Primary Job The **Job Data** page refreshes with the new effective dated row. Work Location Job Information Salary Plan Compensation Empl ID Employee Empl Record 0 1 of 2 🕶 **▶** | **▶**| Work Location Details ? \*Effective Date 01/16/2025 **...** Go To Row Effective Sequence Hire \*Action New Hire HR Status Active Reason \*Job Indicator Primary Job Payroll Status Active Current

1

Position Number | CJSTRN01

Position Entry Date

Q

07/12/2024 ☐ Position Management Record

Override Position Data

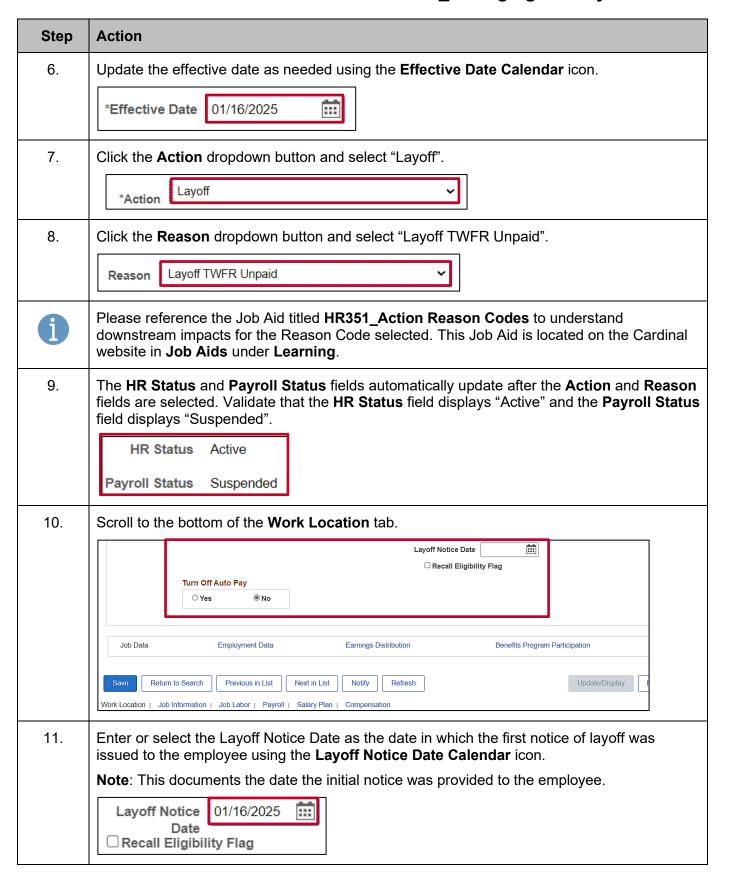
Analyst

When a new row is created, the row count increases by one and the **Effective Date** field displays the current date.

Rev 11/10/2025 Page 14 of 20



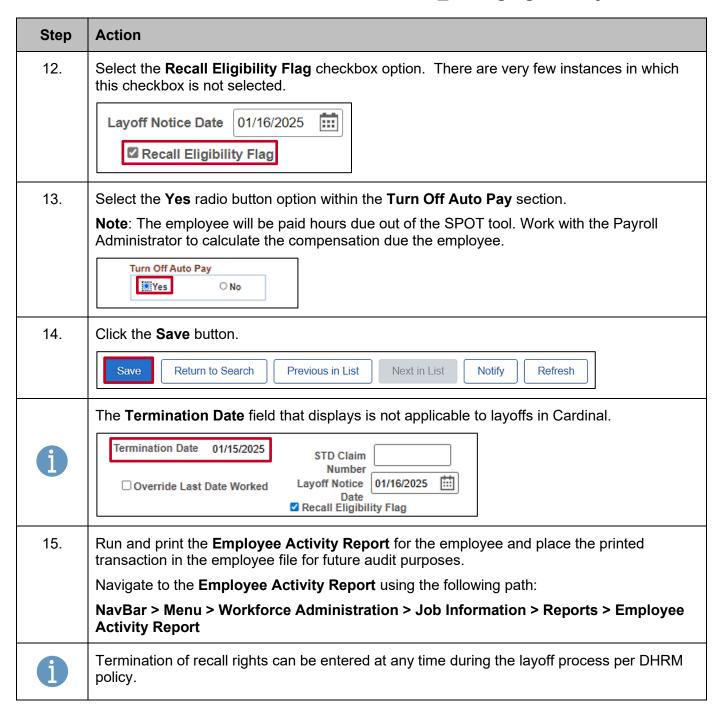
#### **HR351\_Managing the Layoff Process**



Rev 11/10/2025 Page 15 of 20



### **HR351\_Managing the Layoff Process**



Rev 11/10/2025 Page 16 of 20



# **HR351\_Managing the Layoff Process**

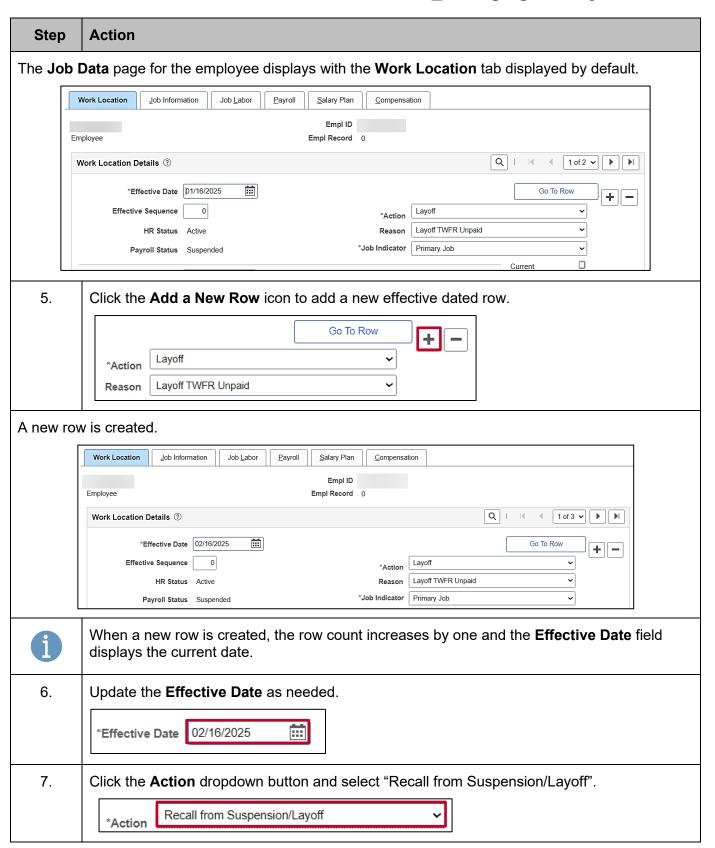
## **Recall from Layoff**

Step	Action
1.	Navigate to the <b>Job Data</b> page using the following path:  NavBar > Menu > Workforce Administration > Job Information > Job Data
The <b>Job</b> [	Data Find an Existing Value page displays.
	Job Data  Find an Existing Value  ✓ Search Criteria  Enter any information you have and click Search. Leave fields blank for a list of all values.  ⑤ Recent Searches Choose from recent searches
	Alternate Character Name begins with   Middle Name begins with   A Show fewer options  Case Sensitive Include History Correct History  Search Clear
i	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b> . This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
2.	Enter the employee's Employee ID in the <b>Empl ID</b> field.  Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.  Empl ID begins with
3.	Select the Include History checkbox option.  Case Sensitive Include History Correct History
4.	Click the <b>Search</b> button.  Search Clear

Rev 11/10/2025 Page 17 of 20



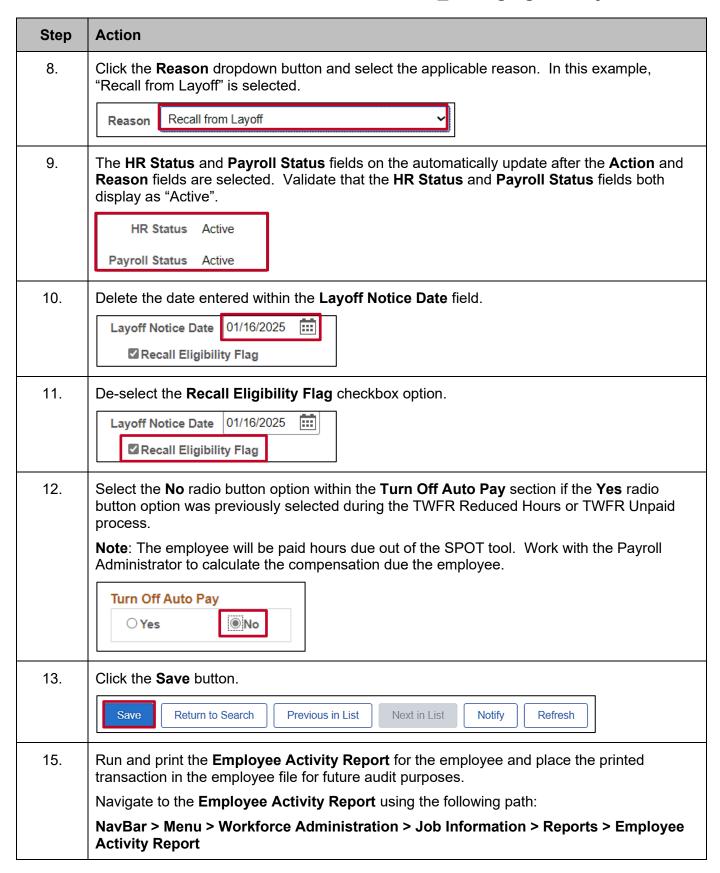
### **HR351\_Managing the Layoff Process**



Rev 11/10/2025 Page 18 of 20



### **HR351\_Managing the Layoff Process**



Rev 11/10/2025 Page 19 of 20



# **HR351\_Managing the Layoff Process**

Step	Action
i	Termination of recall rights can be entered at any time during the layoff process, per DHRM policy.

Rev 11/10/2025 Page 20 of 20