



NEW FEATURES PREVIEW

Payroll WorkCenter

February 10, 2026

www.cardinalproject.virginia.gov

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Question & Answer

Meet the Team

Cardinal Team

- **Laura Swecker**
- Ethel Moncada
- Sandeep Sistla
- Fahad Hoda
- **Kevin Ferwerda**
- Jolene Christensen



Laura Swecker

Presenter
PY Team Lead



Kevin Ferwerda

Presenter
HCM App Lead



Dana Smith

Facilitator
Change Leadership



Monica Kauffman

Facilitator
Change Leadership

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Question & Answer

What is the PUM Upgrade Project?

The Cardinal team is enhancing the Financials (FIN) and Human Capital Management (HCM) applications.

This upgrade will deliver a variety of new features aimed at improving both the user experience and overall system functionality, including:

WorkCenters

- Centralized tasks, reports, queries, and transactions.

PeopleSoft Insights

- A new tool for analytics, with embedded, visual data metrics

Foundation Upgrades

- A technical refresh of PeopleTools, ensuring a stable and high-performing system

1,400 + Enhancements

- New features designed to improve reporting and processing and refresh the user interface.

Refreshed Learning

- Comprehensive updates to all training materials to ensure a smooth transition for your teams.

Advantages of WorkCenters

WorkCenters serve as a centralized hub for users to access the key module components, tailored to the core user's responsibilities.

Primary advantages include:

- **Centralized Access:** Consolidates reports, queries, tasks, and relevant links into a single workspace.
- **Prioritize Workflows:** “My Work” transaction list highlighting where user action is needed. Refreshes on login or after page refresh.
- **Flexible Filtering:** filters and layouts allow users to sort and view only the most relevant transaction data.

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Session Objectives

Purpose

First Look: An exclusive preview of new features in the Payroll module.

Input: Use your expertise to help the Cardinal team identify nuances in the user journey to ensure our support materials meet real-world needs.

Desired Outcomes

User-Ready Materials: Your insights will help inform our communication and training strategy, ensuring processes and challenges are addressed.

Engagement & Advocacy: Foster excitement and confidence by involving key agency subject matter experts who can carry the value of the new features back to their agencies with enthusiasm, increasing user adoption.

Making the Most of Our Time Together



Stay in the Zone

- Your focus helps us catch the small details that make a big difference.



Curiosity is Encouraged

- Ask questions. If you are thinking it, someone else probably is too.



Bring your Agency Perspective

- Be honest and open-minded. Your constructive feedback helps us build better training and communications.



Leave your Mark

- Complete the post-session survey, ensuring your agency's voice is officially captured in our planning.

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Question & Answer

Payroll WorkCenter

The **WorkCenter** is a central hub for PY core users that brings together items requiring attention and provides easy access to pages, queries, reports, and processes needed to perform PY related job functions.

My Work: Your “To-Do” list. View of exceptions such as payroll error messages requiring review or correction.

Links: Direct navigation to your most frequently visited day-to-day task pages.

Queries: Run PY (Payroll) queries directly within the workspace.

Reports/Processes: Direct access to common PY reports and automated system processes.

The screenshot displays the U.S. Payroll WorkCenter interface. At the top, there is a header with the title "U.S. Payroll WorkCenter" and icons for refresh and settings. Below the header, the interface is organized into several sections, each highlighted with a red border:

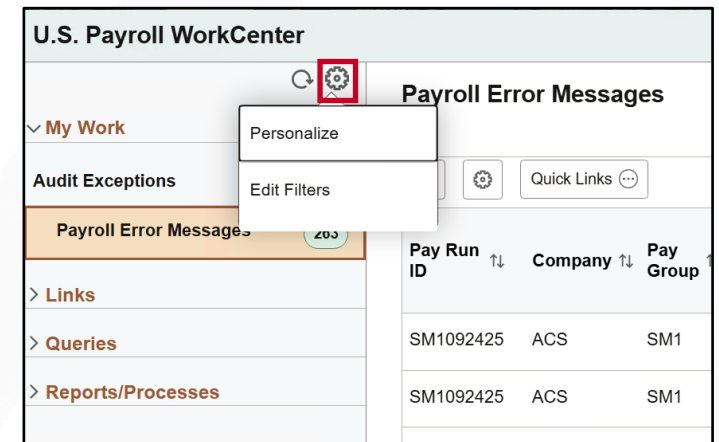
- My Work:** This section contains "Audit Exceptions" and "Payroll Error Messages" (with a notification badge showing 263).
- Links:** This section includes "Employee Data Maintenance", "Process Payroll", and "Other Links".
- Queries:** A section for running payroll queries.
- Reports/Processes:** A section for accessing payroll reports and automated processes.

WorkCenter Filters

Required Filters are pre-set based on the Business Units to which the user has access.

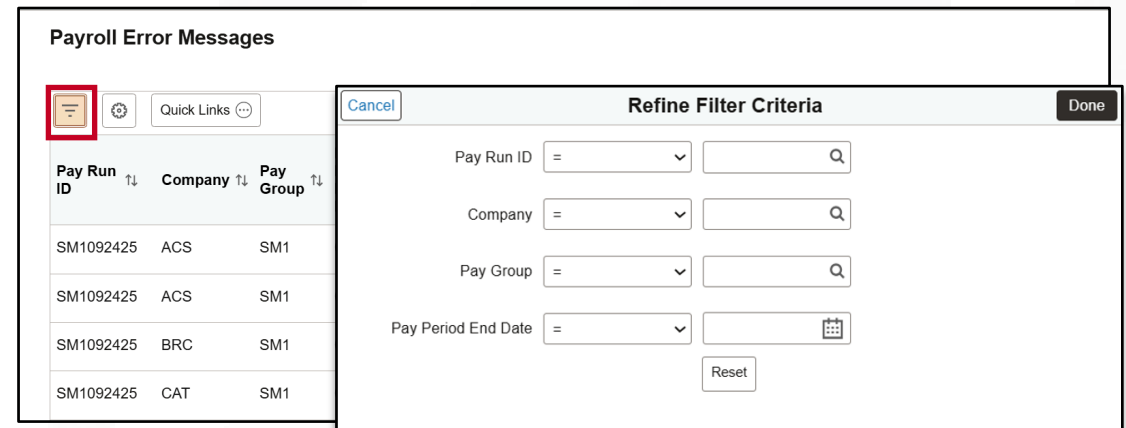
Set Default Filters

- Users may update the pre-set filters using the Edit Filters available in the left-hand pane. This is saved and will be applied every time the user accesses the WorkCenter.



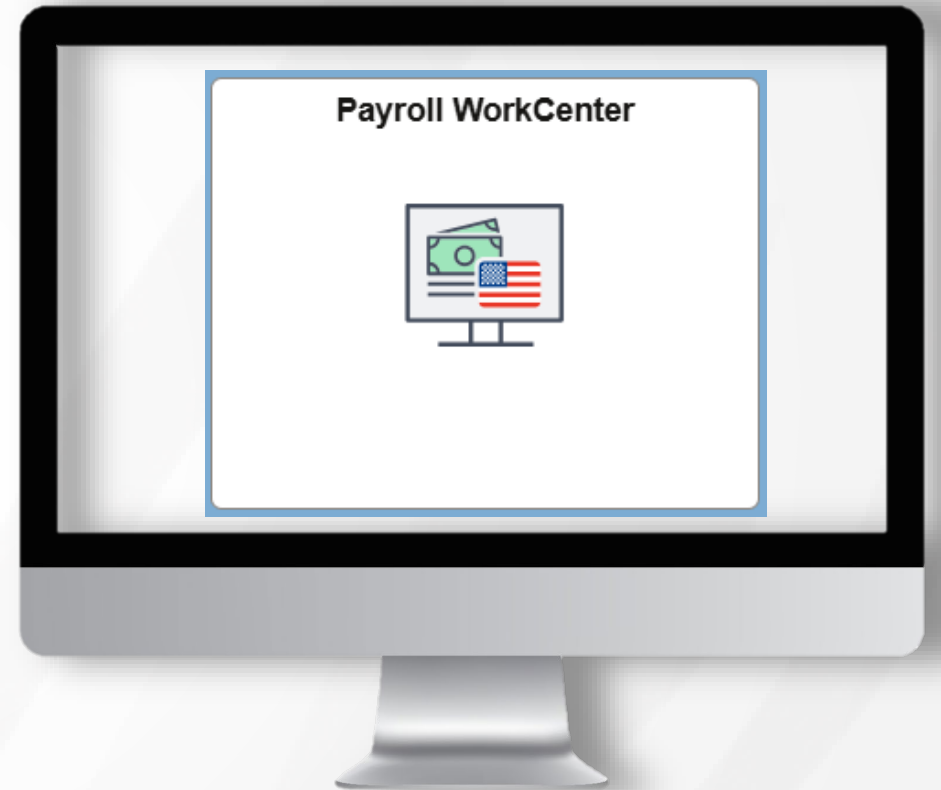
Set Temporary Filters

- While working with a category, a user may refine the filter to temporarily focus on a particular Business Unit(s) or other criteria by using the Refine Filter option.



LIVE DEMONSTRATION

Payroll WorkCenter



PUM Upgrade – Agency Readiness



Key Agency Actions



Promote participation



Prepare teams



Provide feedback

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Thank You

PRESENTATION CONCLUDED

We Value Your Feedback!

Please scan the QR code to complete a brief session survey.

Survey Link:

<https://forms.office.com/g/tYwugXbqv9>



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