



Human Capital Management (HCM)

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# FY26 Legislative Bonus Processing

May 13, 2026

[www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)

# Agenda

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# FY26 June One-Time Bonus Authorization

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A one-time bonus was authorized for all classified employees of the Executive Branch and other full-time employees of the Commonwealth, except elected officials, who were employed on or before February 25, 2026, and remained employed until at least May 25, 2026.

Agencies will have the option to review, verify, and generate mass upload information, for eligible employees, using the **Legislative Salary Increase Tool**.

## Eligible Employees



Full-Time Salaried Employees



Quasi-Salaried Employees



Classified Part-Time Salaried Employees

## Not Included



Elected Officials



Wage Employees



Non-Classified Part-Time Employees

# Additional Criteria for Eligible Employees

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## Hire Date (Based on Continuous State Service Date)

- On or before February 25, 2026
- Continuous employment from 2/25/2026 through 5/25/2026

## Employee Status

- Active
- Not currently on Unpaid Leave (LOA) or Long-Term Disability – Non-Working

## Performance Rating

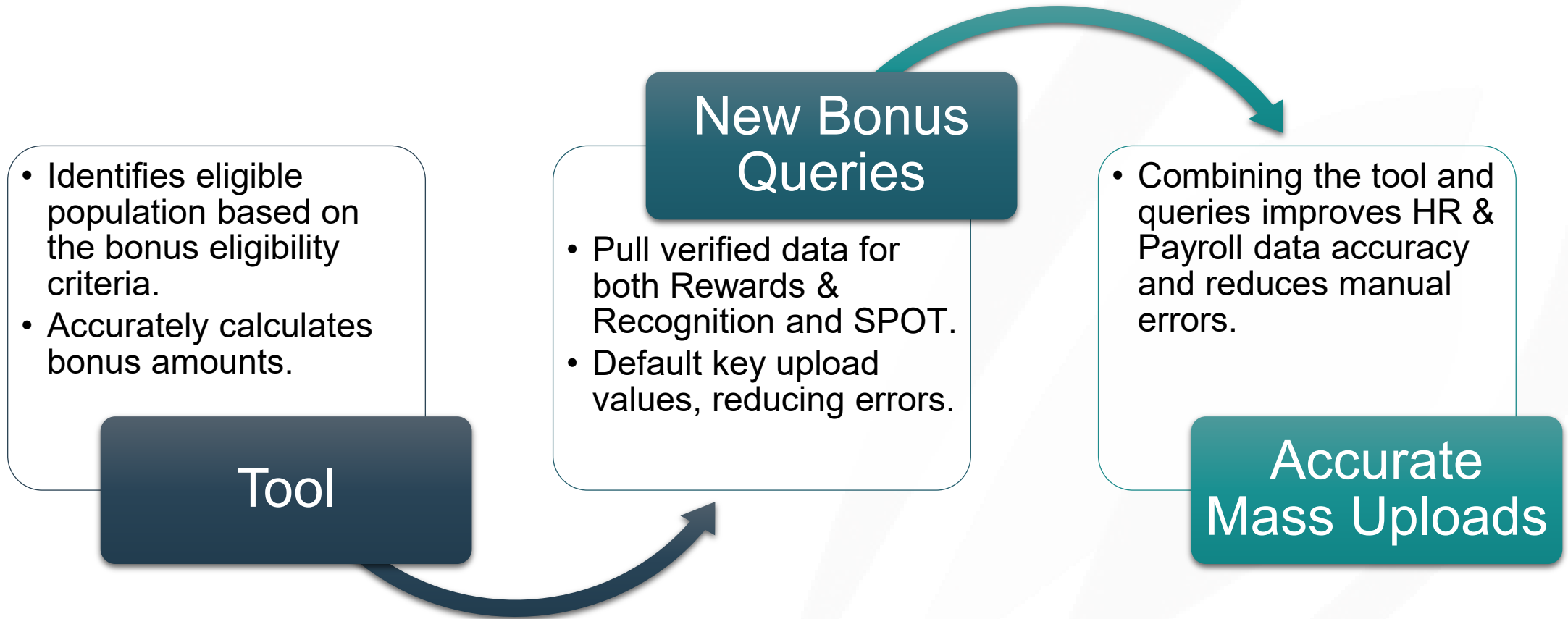
- “Partially Successful” (P) or higher for VPA-covered employees
- No active written notices under the Standards of Conduct ***issued*** after 05/26/2025

## Paid Leave (PLA) Requirements

- For those with overdue or missing return dates, the expected return must be 5/25/2026 or later

# FY26 Bonus Processing Improvements

The Legislative Salary Increase Tool has been enhanced to support statewide bonus processing, becoming the verified source of truth for both HR and Payroll bonus processing.



# Processing the One-Time Bonus in Cardinal

## Legislative Salary Increase Tool

- Review and verify **eligibility** in the tool
- **Bonus queries** use verified tool data
- Query outputs populate Rewards & Recognition and SPOT Earnings Mass Uploads

**Agencies have two options**

- **Agency Opt Out** of the tool
- Bonus queries unavailable for opted-out agencies
- No automated process to populate one-time bonus data.

**Manual Entry**

# Opting Out of the Tool?

**Action Required: Select the Opt Out checkbox in the tool by May 28.**

- Excludes the entire Business Unit from automated processing.
- HR Administrator tasks in the tool are complete once opted out.

Summary Statistics

Verified	Opt Out	Business Unit	To Be Processed	System Blocked	Agency Blocked	Total
<input type="checkbox"/>	<input type="checkbox"/>	20100	503	13		516

[Save Only](#)

## Manual Processing of the FY26 June One-Time Bonus

- Enter bonus data into Cardinal using **Reward Type (SLB)** and **Earnings Code (DBN)**.
- Mass upload templates remain available but require manual population.
- Dedicated bonus queries are unavailable for opted-out agencies.
- No interface is available for bonus data population.

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## Legislative Salary Increase Tool

- Overview of Bonus Processing with the Tool
- Review & Confirm Using the Tool
- System Blocks
- Verification
- Live Demo

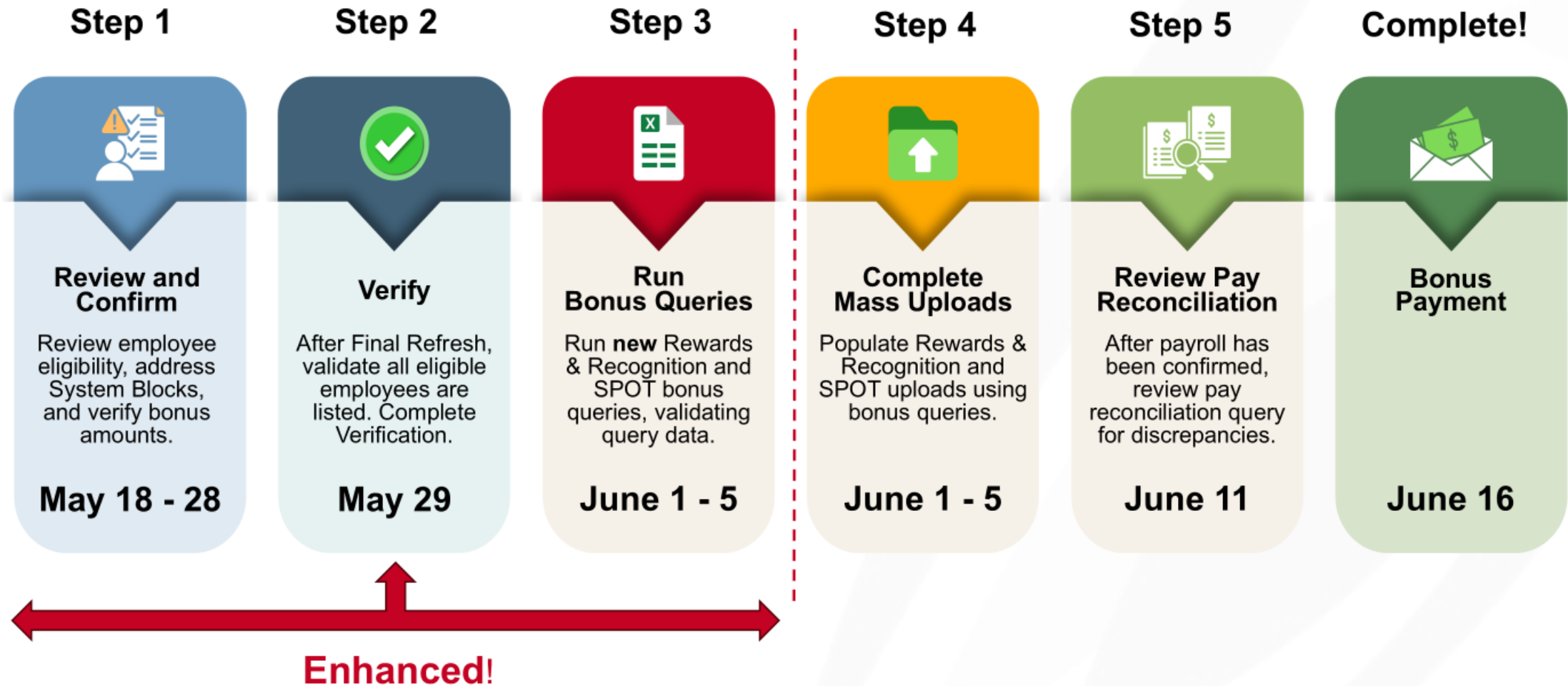
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# Legislative Salary Increase Tool – Bonus Processing



# Review & Confirm: May 18 - 28

Navigation: **Workforce Administration > Job Information > Legislative Salary Increase > Legislative Salary Inc Review**

Review the **Summary Statistics** section, verify the **Total** column reflects total of salaried employees for the agency.

**To Be Processed** = Total number of employees who will receive the bonus.  
(Total) – (System Blocked + Agency Blocked).

**System Block** = Total number of salaried employees ineligible for the bonus based on system-defined criteria.

**Agency Block** = Total number of salaried employees manually blocked by the agency.

Summary Statistics

Opt Out	Business Unit	To Be Processed	System Blocked	Agency Blocked	Total
<input type="checkbox"/>	76600	8	3		11

[Save Only](#)

**Total** = Total number of salaried employees for the Business Unit.

# Review & Confirm – Populate the Grid

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This section is used to set criteria for the list of employees that will be returned in the Salaried Employee Level section (grid) or Excel spreadsheet.

- Grid will display up to 8,000 salaried employees, but only 100 per page.
- Use the **Export to Excel** option to download the list of employees as an Excel file.

## Filter the list by:

- Department
- Salary Admin Plan
- Employee ID
- Job Code (New!)
- System Block Only checkbox

### Populate Grid

Department (Leave Blank for All)	<input type="text"/>
Salary Admin Plan (Leave Blank for All)	<input type="text"/>
Employee ID (Leave Blank for All)	<input type="text"/>
Job Code (Leave Blank for All)	<input type="text"/>

System Block Only:

# Review Eligibility & Address System Blocks

The Salaried Employee Level section or Excel export will populate with the list of employees based on the selected criteria.

- Confirm all eligible employees based on your selected criteria are accounted for.
- Review all columns for the entire population, specifically **System Block** and **System Notes**, and **Bonus AMT**.
- Confirm part-time classified employees with pro-rated bonus amounts are accurate based on standard hours.

Salaried Employee Level

Summary Details Load Errors

	System Block	System Notes	Agency Block	Agency Comments	Targeted / Discretionary Percentage	Targeted / Discretionary Amount	Employee ID	Employee Record	Employee Name	Position Number	New State Salary/Bonus AMT	Targeted/Discretionary Salary/Bonus	Salary Admin Plan	Status
1			<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		0			0.00			

# System Blocks

System logic applies bonus eligibility based on the criteria outlined in the DHRM FY26 June One-Time Bonus Memorandum issued April 24, 2026.

- Ineligible employees are labeled **BLOCKED** in the System Block column.
- Specific details for the block are found in System Notes.

## Addressing System Blocks

- **If the block is correct:** No action is needed.
- **If the block is incorrect:** Update the source data in Cardinal. The block will clear automatically after the next refresh cycle.

Salaried Employee Level

Summary Details

	System Block	System Notes	Agency Block	Agency Comments
1	BLOCKED	Continuous State Service is Missing	<input type="checkbox"/>	<input type="text"/>
2	BLOCKED	Continuous State Service is Missing	<input type="checkbox"/>	<input type="text"/>
3	BLOCKED	Continuous State Service is Missing	<input type="checkbox"/>	<input type="text"/>

### **IMPORTANT!**

**Complete all necessary HR transactions prior to Thursday, May 28, 8:00 p.m.** Changes keyed **after** Thursday, May 28, will not remove or add system blocks.

# Common Causes of System Blocks

Each System Block is explained by a corresponding System Note. Common causes of System Blocks are explained below.

System Notes	Causes
Hired After 02/25/2026	Employee hired after 02/25/2026
Continuous State Service is Missing	Continuous Service Date is blank
Performance Rating Not Eligible	Performance Rating in Cardinal = Unsatisfactory ( <b>U</b> )
Performance Rating On Leave	Performance Rating in Cardinal = Employee on Leave ( <b>L</b> )
Unpaid Leave	Employee is on Unpaid Leave ( <b>LOA</b> )
Paid Leave – Expected Return Date	Employee is on Paid Leave ( <b>PLA</b> ), with an overdue Expected Return Date
Expected Return Date is Missing	Employee is on Paid Leave, and the Expected Return Date is blank
Suspended Status	Employee’s Payroll Status is “Suspended”

# Common Causes of System Blocks – FY26 Bonus

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The table below contains new system notes specific to the FY26 June One-Time Bonus criteria.

System Notes	Causes
Ineligible – Elected	Employee is an elected official
Ineligible – Non-class part-time	Employee is Non-classified, part-time
Part-Time 40 hours	Employee is classified, part-time, 40 hours
Written Notice Ineligible	Employee was issued a written notice within the past 12 months (after 05/25/2025)

# Non-Blocking System Notes

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Some System Notes **do not** result in the employee being blocked. Agencies should address these System Notes as part of their review.

System Notes	Causes	System Impact
Citizenship is Missing	USA Citizenship is blank.	No impact to bonus. <b>Note:</b> Will impact future Salary Increases and Job Data Mass Updates.
VPA Employee and Missing Performance	Employee is in a VPA position and the PY25 Performance rating is missing.	Cannot determine performance eligibility. Will <b>not</b> stop the bonus from loading.
Paygroup has a Different Effective Date	The paygroup (SM2 or MTH) has a different begin and end date for the pay cycle.	Informational only. The date defaulted in the query extract is June 1 which falls during all the pay cycles.

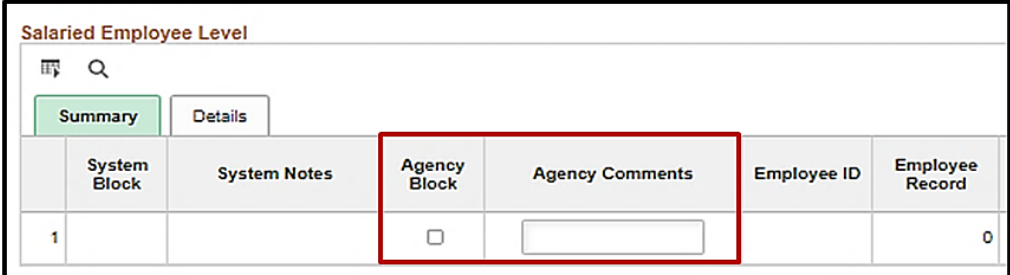
# Agency Blocks

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Agencies can **manually** block individual employees using the **Agency Block** checkbox.

## How to Block

Select the checkbox in the **Agency Block** column and add **Agency Comments** to exclude employees from the automated process.



The screenshot shows a web interface titled "Salaried Employee Level". It has a search bar and two tabs: "Summary" (selected) and "Details". Below the tabs is a table with the following columns: "System Block", "System Notes", "Agency Block", "Agency Comments", "Employee ID", and "Employee Record". The "Agency Block" column contains a checkbox, and the "Agency Comments" column contains a text input field. A red box highlights the "Agency Block" checkbox and the "Agency Comments" input field in the first row of the table.

System Block	System Notes	Agency Block	Agency Comments	Employee ID	Employee Record
1		<input type="checkbox"/>	<input type="text"/>		0

Examples of Employees who should be blocked include (but are not limited to):

- A performance rating of “**U**” or “**L**” that **has not been entered** into Cardinal
- Termination was not keyed prior to the last refresh of the tool

**Note:** Always correct source data in Cardinal first. Use the Agency Block for timing-sensitive or exceptional cases.

# Refresh Schedule

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System Block, System Notes, and changes to bonus amounts will be refreshed to reflect relevant data changes on the following schedule:

Refresh Cycle	Date	Time
First Refresh (Initial)	Friday, 5/15/2026	Between 8:00 p.m. – 11:59 p.m.
Second Refresh	Wednesday, 5/20/2026	Between 8:00 p.m. – 11:59 p.m.
Third Refresh	Tuesday, 5/26/2026	Between 8:00 p.m. – 11:59 p.m.
Final Refresh	Thursday, 5/28/2026	Between 8:00 p.m. – 11:59 p.m.

## REMEMBER

Changes keyed after the Final Refresh on Thursday, May 28, **will not** remove or add system blocks.

# Verify: May 29

**Final Refresh:** A new **Verified** checkbox will appear after the final system refresh on Thursday, May 28.

**Verification:** Once your review is complete and all employees are correctly included or blocked, select the Verified checkbox.

- Agencies may uncheck the box if additional review changes are needed before the deadline.
- Agencies who opted out are not required to verify.

**Verification Deadline:** Friday, May 29, 2026 at 6:00 p.m.

Summary Statistics

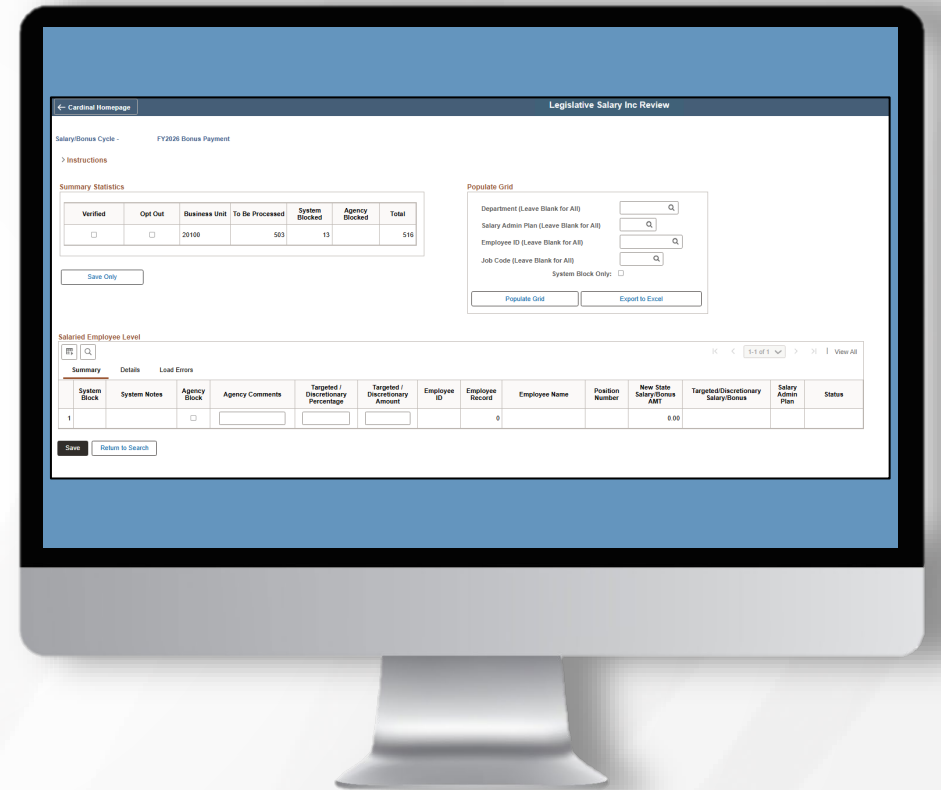
Verified	Opt Out	Business Unit	To Be Processed	System Blocked	Agency Blocked	Total
<input type="checkbox"/>	<input type="checkbox"/>	10000	144	29		173

Save Only

**Bonus Query Data Output**  
Only Business Units that have Verified and contain eligible employees will generate data in the bonus queries.

# LIVE DEMONSTRATION

Reviewing & Verifying Bonus Eligibility in the Legislative Salary Increase Tool



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# After Verification: Bonus Processing

**June 1 – 5**

Agencies must extract and load bonus payment data via **Mass Uploads**.

## HR Administrators

Run Rewards & Recognition Bonus & SPOT Bonus Queries

Validate Data for both queries

Create and perform Rewards & Recognition Mass Upload

Send SPOT Bonus Query to Payroll Administrator

## Payroll Administrators

Review SPOT Bonus data from HR Administrator

Use SPOT Bonus data from HR to populate SPOT Earnings Mass Upload templates

Run SPOT Earnings Mass Upload by **June 5**

# Run Bonus Queries

## HR Administrators

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Run the following queries together and export into Excel:

### V\_HR\_LEG\_BONUS\_REW\_MASS\_UPD

- Populates Rewards & Recognition Mass Upload

### V\_HR\_LEG\_BONUS\_SPOT\_MASS\_UPD

- Populates SPOT Earnings Mass Upload

**Keep Files Matching:** If you change or delete a row in one file, you must do the same in the other.

## Review Results:

### Verify your information

- Make sure the total number of employees in your files match.

### Check for changes or blocks

- If an employee's status has changed and they should now be Added or Blocked, add or delete their row on both query files before proceeding.

# Rewards & Recognition Bonus Query

V\_HR\_LEG\_BONUS\_REW\_MASS\_UPD

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## Query Default Values:

- **Reward Type:** SLB
- **Comments:** Discretionary: FY2026 Bonus Payment
- **Effective Date:** 6/1/2026
- **Created Date:** = Date query was run

### **Important!**

No results will display if your agency has no eligible employees or if the **Verified** checkbox has not been selected and saved in the tool.

- Any change made to the Rewards & Recognition query data (such as adding or removing a row) must also be made to the SPOT query results.
- Once both query files are verified and matching, copy the data from the Rewards & Recognition Bonus query into the HR409 Rewards and Recognition mass upload template.

# Rewards & Recognition Mass Upload Template

**Prepare by downloading early.** Test opening the HR409 Rewards & Recognition Mass Upload Template file *before* June 1, to ensure you can open without issues.

The template **must** remain a **Macro-Enabled (.xlsm)** file type to work.

- 1. Copy and Paste:** Copy data from the Excel query results into the Reward and Recognition Template.
- 2. Important:** Skip the first column! Start copying from the Employee ID column (B).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Bonus Extract	8													
2	Business Unit	Employee ID	Empl Record	Effective Date	Created Date	Expire Date	Reward Type	Written Agreement Flag	Authorized Hours	Authorized Amount	Comments	Award Date	Award Hours	Award Amount	Reward ID
3	76600	00123456700	2	6/1/2026	5/10/2026		SLB	N	0	1500.00	Discretionary - FY2026 Bonus Payment	6/1/2026	0	1500.00	0
4	76600	00123456700	6	6/1/2026	5/10/2026		SLB	N	0	1500.00	Discretionary - FY2026 Bonus Payment	6/1/2026	0	1500.00	0
5	76600	00123456700	3	6/1/2026	5/10/2026		SLB	N	0	1500.00	Discretionary - FY2026 Bonus Payment	6/1/2026	0	1500.00	0
6	76600	00123456700	1	6/1/2026	5/10/2026		SLB	N	0	1500.00	Discretionary - FY2026 Bonus Payment	6/1/2026	0	1500.00	0
7	76600	00123456700	1	6/1/2026	5/10/2026		SLB	N	0	1500.00	Discretionary - FY2026 Bonus Payment	6/1/2026	0	1500.00	0
8	76600	00123456700	1	6/1/2026	5/10/2026		SLB	N	0	1500.00	Discretionary - FY2026 Bonus Payment	6/1/2026	0	1500.00	0
9	76600	00123456700	0	6/1/2026	5/10/2026		SLB	N	0	1500.00	Discretionary - FY2026 Bonus Payment	6/1/2026	0	1500.00	0
10	76600	00123456700	1	6/1/2026	5/10/2026		SLB	N	0	1500.00	Discretionary - FY2026 Bonus Payment	6/1/2026	0	1500.00	0

- 3. Create Your File:** Click the button at the top of the template to generate your CSV file.

# Rewards & Recognition Error Handling


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## Review & Resolve Errors

- HR Administrators should complete the Rewards & Recognition Mass Upload before sending the SPOT Earnings Bonus query Excel file to payroll. If the upload fails, related errors may also impact the SPOT query data.
- If errors are corrected in Rewards & Recognition mass upload, make corresponding updates to the SPOT query file before sending it to payroll.

### **Reminder!**

#### **If the upload errors:**

-  Do **NOT** attempt to re-upload the file.
- Submit a Cardinal support ticket.

*This prevents duplicate bonus records and ensures payroll accuracy.*

**June 5 Deadline Priority:** If the deadline is approaching and the Rewards & Recognition upload is not yet complete, send the SPOT file to Payroll to ensure employees are paid the bonus on time.

# SPOT Earnings Bonus Query

V\_HR\_LEG\_BONUS\_SPOT\_MASS\_UPD

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## HR Administrators

- Forward the verified SPOT earnings bonus query Excel file to payroll **AFTER** successfully loading the Rewards and Recognition mass upload data.

## Payroll Administrators

- Use the verified query data to populate the SPOT mass upload templates.
- Work with HR Administrators to resolve errors or make adjustments.

## Values defaulted into the SPOT query:

- Earn Cd: DBN (Discretionary Bonus (Not FLSA))
- Sep Chk#:1
- Tax Method: S (Supplemental)
- Benefit Ded Taken: Subset
- Benefit Subset ID: BNS (Bonus)
- General Ded Taken: Subset
- Genl Ded Subset: GRN (Garnishment)

# SPOT Earnings Mass Upload

1. Download the **SPOT Earnings Template**
2. Copy data from the SPOT Bonus Query Excel file into the template
  - Separate files by Company and Paygroup (two templates)
  - Exclude the first two columns
3. Save each file as a CSV
4. Include Company and Paygroup in the file name
5. Perform SPOT Earnings Mass Upload
6. Review and resolve any errors

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Bonus Extract	8																
2	Company	Pay Group	Employee ID	Empl Record	Earnings Code	Earnings Begin Dt	Earnings End Dt	Tax Periods	Tax Method	Hours	Hourly Rate	Amount	Deductions Taken	Deduction Subset	General Deductions Taken	General Deduction Subset	Separate Check	Additional Seq Number
3	VPB	SM1	00123456700	2 DBN	06012026	06012026	1	S		0	0	1500.00 S		BNS	S	GRN		1
4	VPB	SM1	00123456700	6 DBN	06012026	06012026	1	S		0	0	1500.00 S		BNS	S	GRN		1
5	VPB	SM1	00123456700	3 DBN	06012026	06012026	1	S		0	0	1500.00 S		BNS	S	GRN		1
6	VPB	SM1	00123456700	1 DBN	06012026	06012026	1	S		0	0	1500.00 S		BNS	S	GRN		1
7	VPB	SM1	00123456700	1 DBN	06012026	06012026	1	S		0	0	1500.00 S		BNS	S	GRN		1
8	VPB	SM1	00123456700	1 DBN	06012026	06012026	1	S		0	0	1500.00 S		BNS	S	GRN		1
9	VPB	SM1	00123456700	0 DBN	06012026	06012026	1	S		0	0	1500.00 S		BNS	S	GRN		1
10	VPB	SM1	00123456700	1 DBN	06012026	06012026	1	S		0	0	1500.00 S		BNS	S	GRN		1

# Reconcile Rewards & Recognition and Payroll Data

After Payroll is confirmed on June 10:

HR Administrators should run the **V\_HR\_REW\_PAY\_RECON** query.

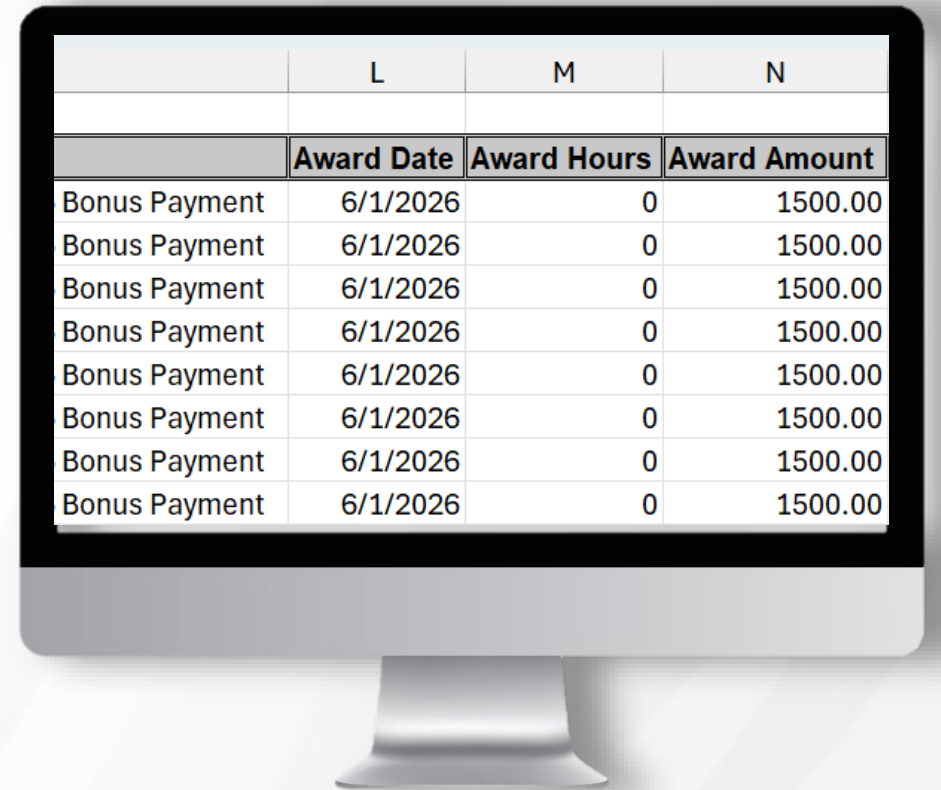
- Query reconciles Rewards & Recognition data against what was paid on the paycheck.
- Only discrepancies will appear in the query, resolve any discrepancies identified.

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
<input type="checkbox"/>	V_HR_REW_PAY_RECON	Cardinal HR/PY Reconciliation	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>

# LIVE DEMONSTRATION

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Bonus Queries & Mass Uploads



	L	M	N
	Award Date	Award Hours	Award Amount
Bonus Payment	6/1/2026	0	1500.00
Bonus Payment	6/1/2026	0	1500.00
Bonus Payment	6/1/2026	0	1500.00
Bonus Payment	6/1/2026	0	1500.00
Bonus Payment	6/1/2026	0	1500.00
Bonus Payment	6/1/2026	0	1500.00
Bonus Payment	6/1/2026	0	1500.00
Bonus Payment	6/1/2026	0	1500.00

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# Cardinal Legislative Salary Increase Tool Support

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## Cardinal Website > Resources > Legislative Salary Increase Tool

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- Refresh Schedule
- Cardinal Resources



## Job Aids

- [HR354 Using the Legislative Salary Increase Tool](#)
- [HR351 Performance Ratings](#)
- [PY381 Using the Single-Use Payroll Online Tool \(SPOT\)](#)
- [NAV225 Running an HCM Query](#)
- [NAV225 Generating an HCM Report](#)



## Queries

- V\_HR\_LEG\_BONUS\_REW\_MASS\_UPD
- V\_HR\_LEG\_BONUS\_SPOT\_MASS\_UPD
- V\_HR\_PERSONAL\_DATA
- V\_HR\_JOB\_QUERY
- V\_HR\_LEG\_SALARY\_INC



## Reports

- RHR205 Leave of Absence Report
- RHR265 Performance Rating Report
  - Select detail option



# Cardinal Mass Upload Support

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All Mass Upload templates are available on the Cardinal website:  
(<https://www.cardinalproject.virginia.gov/massuploads>)

Always download a new template file from the Cardinal website to make sure you have the most up to date version.

## Templates

- HR409 Rewards and Recognition Mass Upload Template
- SPOT Earnings Template
- HR371 Performance Rating Mass Upload Template
- HR413 Job Data Mass Upload Template

**Need help with the upload process?** Refer to the [Performing a Mass Upload](#) job aid for detailed instructions and troubleshooting guidance.

# DHRM Resources & Support

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FY26 June One-Time Bonus Memo



FY26 June One-Time Bonus FAQs



General Inquiries?

- [ihelp@dhrm.virginia.gov](mailto:ihelp@dhrm.virginia.gov)



Compensation and Policy Questions?

- [compensation@dhrm.virginia.gov](mailto:compensation@dhrm.virginia.gov)

# Cardinal Technical Support

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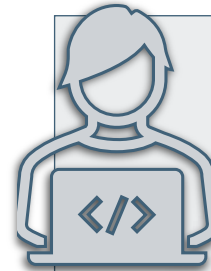
Is a page not working?

Technical questions about Cardinal?

Contact Cardinal

Login Issues?

Need support with Cardinal functions?



Submit a ticket to Cardinal



Email

[vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov)

- Include “Cardinal” and “Bonus” in the subject line

# Thank You

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PRESENTATION CONCLUDED

A copy of this presentation and the recording  
will be sent to all attendees and invitees.

[www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)

