

Completing a New Hire Overview

The Hire employee business process applies to both salary and wage employees. 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** located on the Cardinal website in **Job Aids** under **Learning**.

When entering a new hire, the first step is to enter the person's SSN in the **Personal Details** section of the **Create Employee** page and initiate a search. This search is to prevent duplicate entries of the employee. 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 \(Employee ID\) 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** located 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 Extract** or **COV Employee Directory Extract** (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, the HR Administrator should 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.



Table of Contents

Revision History	3
Completing a New Hire	4
Hiring a Person When Personal Data (Employee ID) Exists in Cardinal	41
Agency Next Steps After Entering the New Hire	45

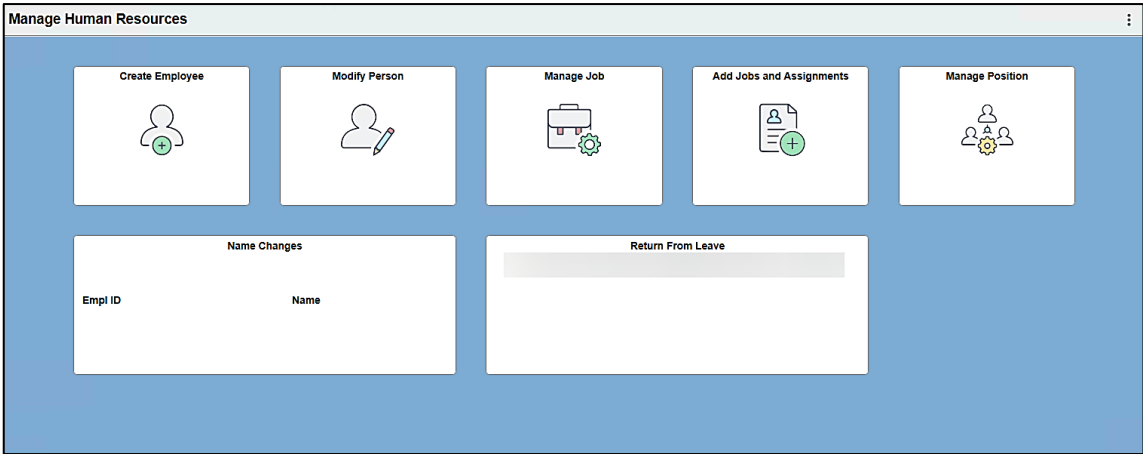
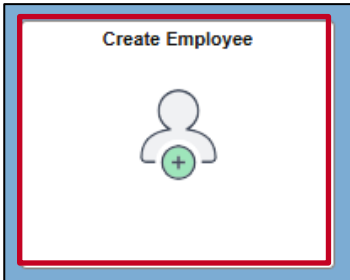


Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
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, updated the screenshot of the Benefits Administration Eligibility section, and added additional information regarding the Eligibility Fields.
3/1/2025	Updated the screenshots of the Search pages. 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 Create Employee page by clicking the Manage Human Resources tile on the Cardinal HCM Homepage. 
The Manage Human Resources page displays. 	
2.	Click the Create Employee tile. 



Step	Action
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The **Create Employee Search** page displays.

Create Employee

Personal Details

*National ID Date of Birth

First Name Middle Name

Last Name

3. Enter the employee's SSN in the **National ID** field.

*National ID

4. Click the **Search** button.

The **Create Employee** page displays with the **Person Details** tab (**Step 1 of 3: Person Data**) displayed by default.

Create Employee

1 Person Data 2 Job Data 3 Summary

Person Details

Step 1 of 3: Person Data

Person Details

Name

*Effective Date 06/21/2026

Format Type English

Proposed

Name Prefix

*First Name

Middle Name

*Last Name

Name Suffix

[View Name](#)

Personal Information

*Date of Birth

Birth Country USA

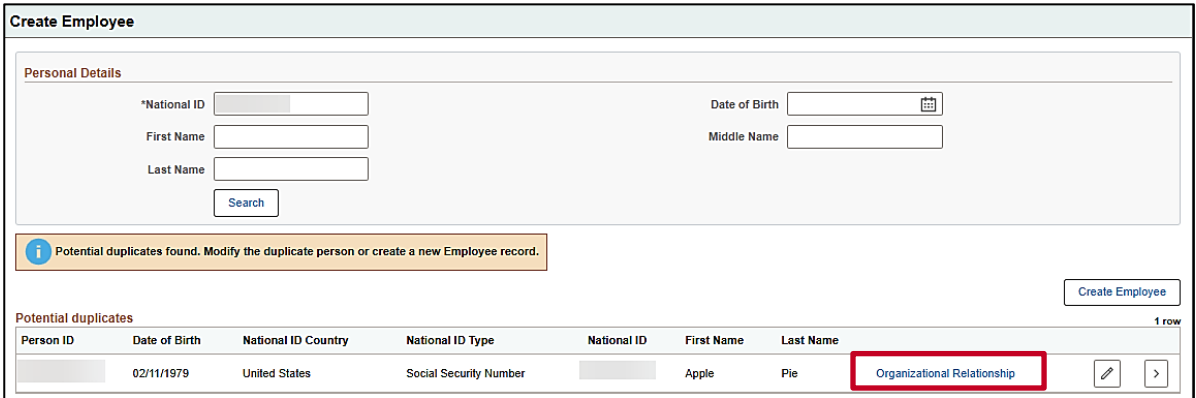
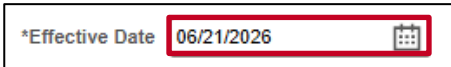
Birth State

Birth Location

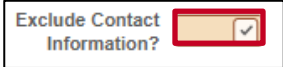
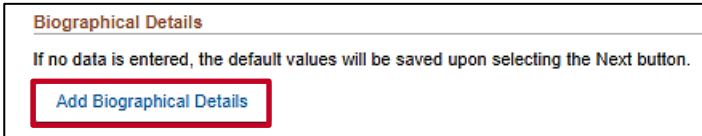
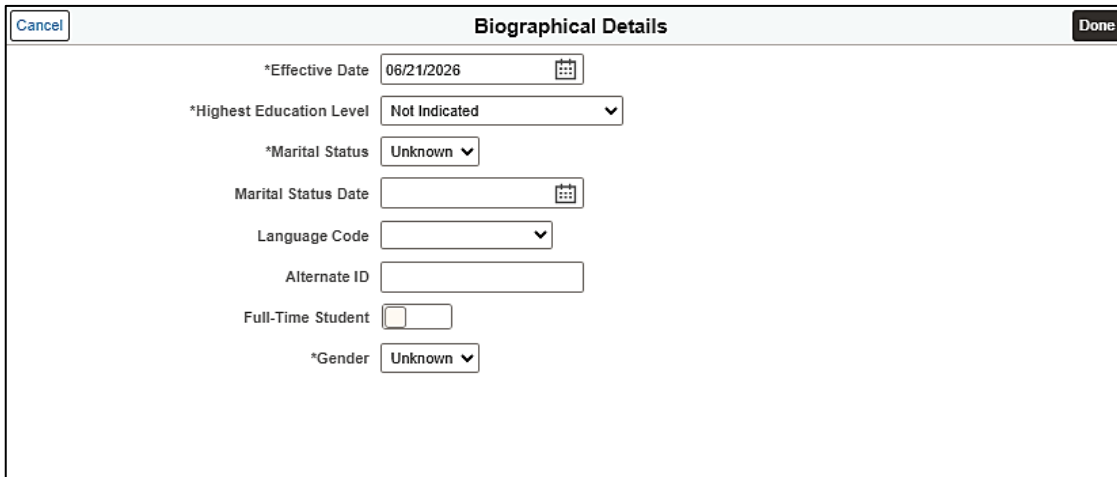
Exclude Contact Information? ☐

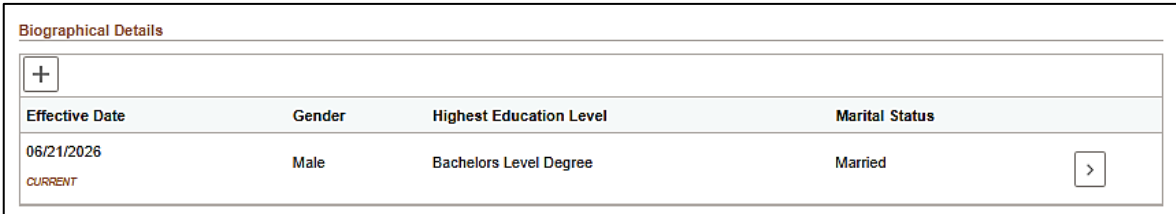
Biographical Details

If no data is entered, the default values will be saved upon selecting the Next button.

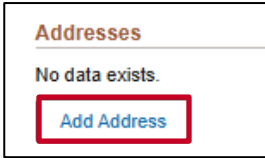
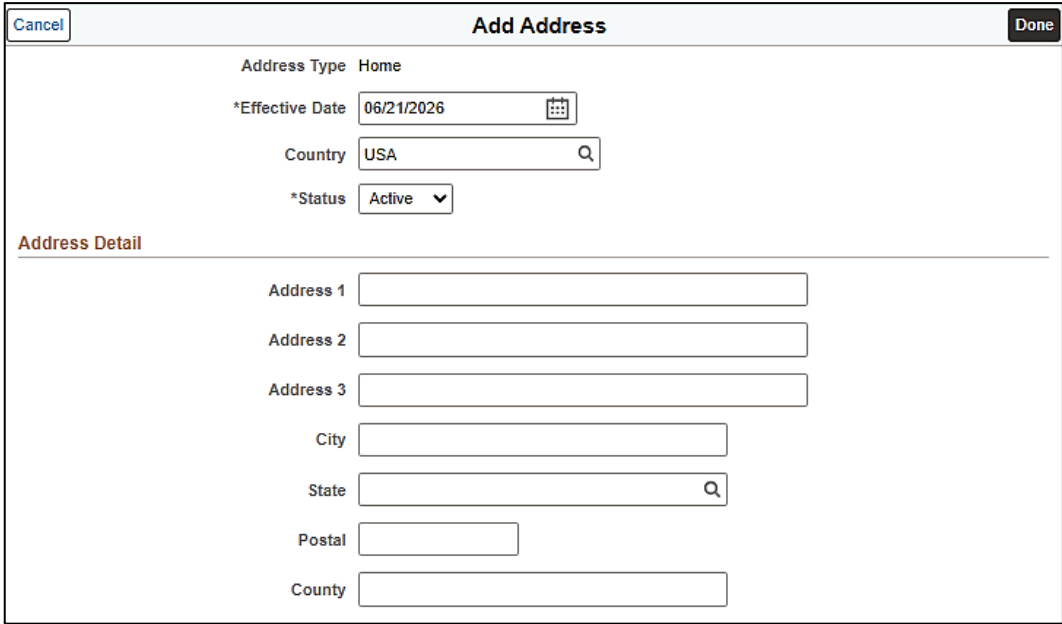
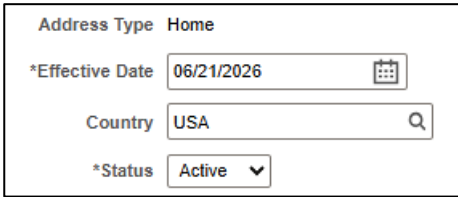
Step	Action
	If the system displays a potential duplicate, the employee already exists in the Cardinal system. A bit of research, using the Organizational Relationship page, is needed to determine how to proceed. Users can click the Organizational Relationship link in the Potential duplicates section to review the employee's Job Data history and determine the type of transaction as applicable. 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. 
5.	The Effective Date field defaults to today's date. Update this date to the applicable date of the new hire as needed. 
	The Effective Date cannot be greater than today's date when adding or 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.
6.	Optionally, click the Name Prefix dropdown button and select the applicable prefix. 
7.	Enter the employee's first name in the First Name field (required). 

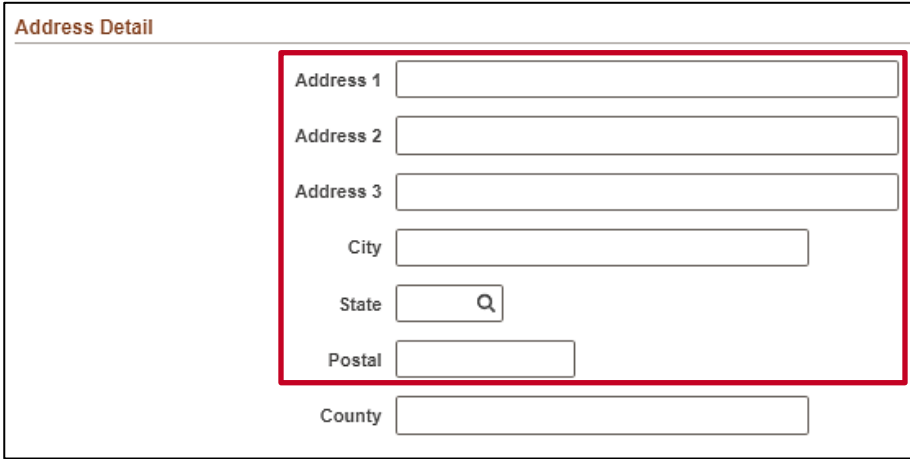
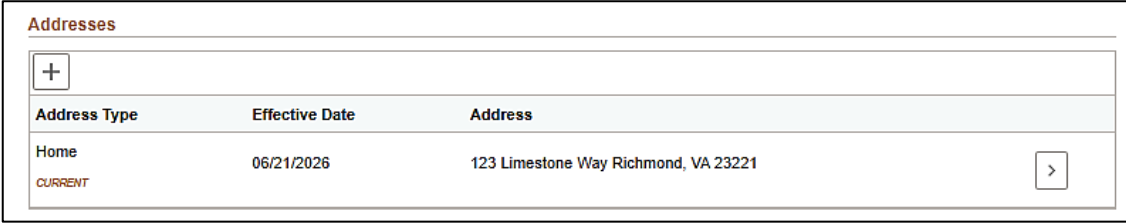
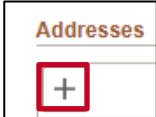
Step	Action
8.	Optionally, enter the employee's middle name or middle initial in the Middle Name field. Middle Name
	Do not add a period behind the middle initial.
9.	Enter the employee's last name in the Last Name field (required). *Last Name
	Do not include suffixes (Jr, Sr, or IV) in the Last Name field.
10.	Click the Name Suffix dropdown button and select the applicable suffix as needed. Name Suffix  View Name
11.	Optionally, click the View Name link to view the how the name will be displayed. Name Suffix  View Name
The Name page displays in a pop-up window. Note: After reviewing, users can click the “X” button to close the pop-up window and adjust the name fields if needed. Name  Display Name Barney Rubble Formal Name Mr Barney Rubble PSFormat Display Name Rubble,Barney J PSFormat Formal Name Rubble,Barney J	

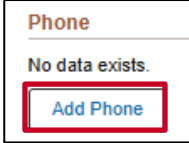
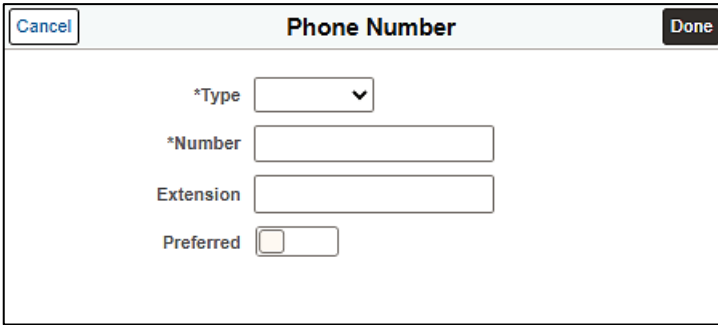
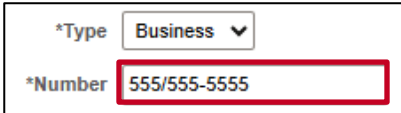
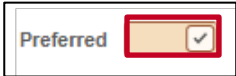
Step	Action
12.	Scroll down to the Personal Information section and click the Date of Birth Calendar icon to select the employee's date of birth (required). Note: The Birth Country field defaults to "USA". This can be updated but is not required as this data is not reported. 
13.	Click the Exclude Contact Information field toggle if the employee's personal information should not be sent to VITA to be included in the Active Directory Extract or COV Employee Directory Extract (e. g., Undercover Officers). 
14.	Click the Add Biographical Details button. 
The Biographical Details page displays in a pop-up window. 	
	The Effective Date field within this section defaults to the effective date selected above. Do not change.

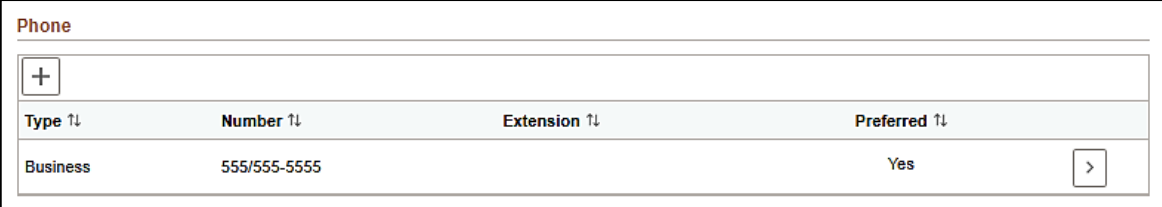
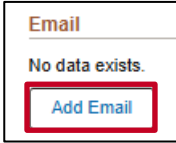
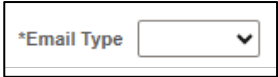
Step	Action
15.	Click the Highest Education Level dropdown button and select the employee's highest level of education. 
16.	Click the Marital Status dropdown button and select the employee's legal marital status. 
	When a selection is made in the Marital Status field, the Marital Status Date updates to the Effective Date above. Do not change. 
	The Language Code, Alternate ID, and Full-Time Student fields are not currently tracked or used in Cardinal.
17.	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 section. 
	The Gender field defaults to "Unknown". If it is not updated prior to payroll processing, the employee's payroll will error out. Update the Gender field as soon as the information is obtained.
18.	Click the Done button. 
The Biographical Details section redisplay. 	

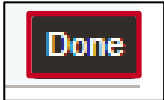
Step	Action								
i	The National ID section auto-populates. National ID + <table><tr><th>*Country ↑↓</th><th>*National ID Type ↑↓</th><th>National ID ↑↓</th><th>Primary ID ↑↓</th></tr><tr><td>USA</td><td>Social Security Number</td><td> 987-66-5544 </td><td>Yes > </td></tr></table>	*Country ↑↓	*National ID Type ↑↓	National ID ↑↓	Primary ID ↑↓	USA	Social Security Number	987-66-5544	Yes >
*Country ↑↓	*National ID Type ↑↓	National ID ↑↓	Primary ID ↑↓						
USA	Social Security Number	987-66-5544	Yes >						
19.	Click the Contact Information tab or use the scroll bar to scroll to the Contact Information section. Person Details Contact Information Regional Checklist VA Person Info Validation								
The Contact Information section displays. Person Details Contact Information Regional Checklist VA Person Info Validation ▼ Contact Information Addresses No data exists. Add Address Phone No data exists. Add Phone Email No data exists. Add Email Email Option Selection ● Agency Provided Email Pending Agency Provided Email 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									

Step	Action
20.	Click the Add Address button in the Addresses section. 
The Add Address page displays in a pop-up window. 	
	The top section of the Add Address page auto-populates. Do not change. 

Step	Action
21.	Enter the employee's address information using the applicable fields in the Address Detail section. 
	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.
22.	Click the Done button once the applicable Address Detail information has been entered. 
The Addresses section redisplay. 	
	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. Additional addresses can be added by clicking the Add button (+) if needed and repeating Steps 21-22. 

Step	Action
23.	Click the Add Phone button in the Phone section. 
The Phone Number page displays in a pop-up window. 	
24.	Click the Type dropdown button and select the type of phone number being entered. 
25.	Enter the employee's phone number in the Number field. 
	It is not necessary to enter dashes. When tabbing out of the field, the appropriate phone number format will auto-populate.
26.	Select the Preferred field toggle to identify the employee's preferred phone number. 
27.	Click the Done button once the Phone Number information has been entered. 

Step	Action
	The Phone section redisplay. 
	Additional phone numbers can be added for the employee as needed by clicking the Add button (+) and then repeating Steps 24-27. 
28.	Click the Add Email button in the Email section. 
	The Email Address page displays in a pop-up window. 
29.	Click the Email Type dropdown button and select the type of email address being entered. 

Step	Action
30.	Complete the Email Address page using the following guidelines: - If the employee has been issued a business email: - Click the Email Type dropdown button and select "Business" - Enter the email address in the Email Address field - Notify the employee of their email address and provide information to register for Cardinal Employee Self Service using this email Note: When "Business" is selected, the Preferred field defaults to "Yes".  - If the employee's business email has been requested, but not yet assigned or the employee chooses not to provide a personal email: - Click Email Type dropdown button and select "Business" - Enter "noemail@virginia.gov" in the Email Address field Note: When no email address is available, "noemail@virginia.gov" must be used. - If a business email will not be provided to the employee: - Click the Email Type dropdown button and select "Personal" - Enter the email address in the Email Address field
31.	Click the Done button. 

The **Email** section redisplay.

Email

Email Option Selection

☒ Agency Provided Email
☐ Pending Agency Provided Email
☐ Employee Provided Email

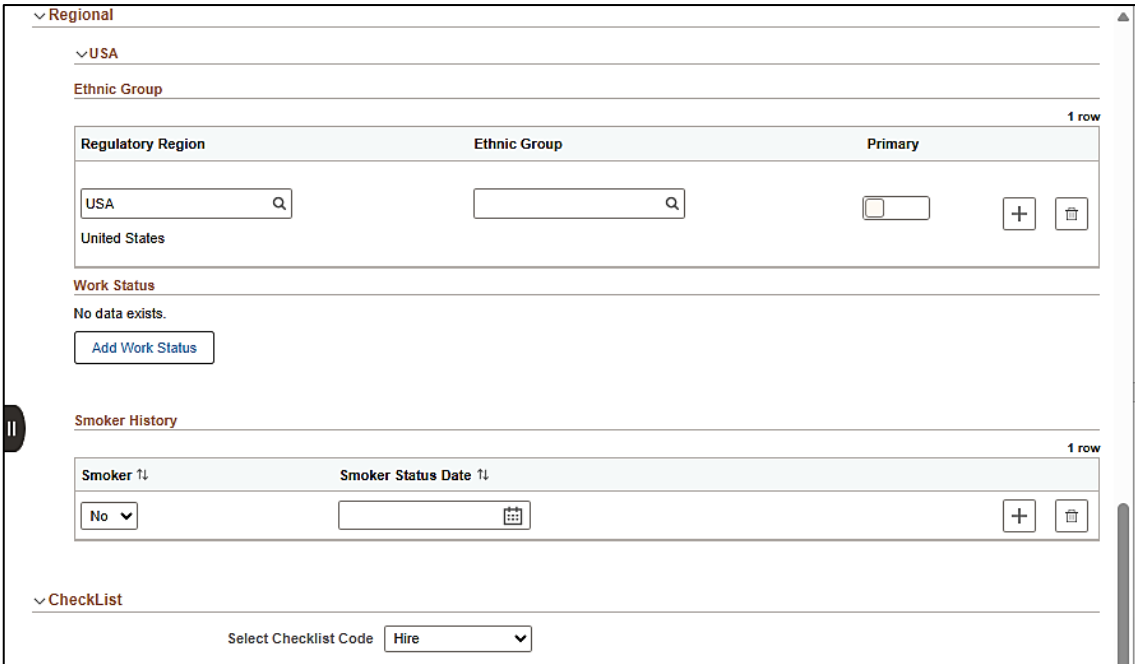
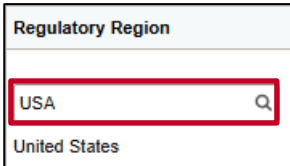
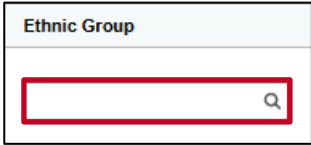
1. Agency Provided Email and Employee Provided Email must be a valid email address that is unique to the employee, except:
2. When no email address is available, select applicable email option and ALWAYS use noemail@virginia.gov

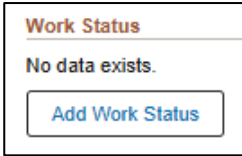
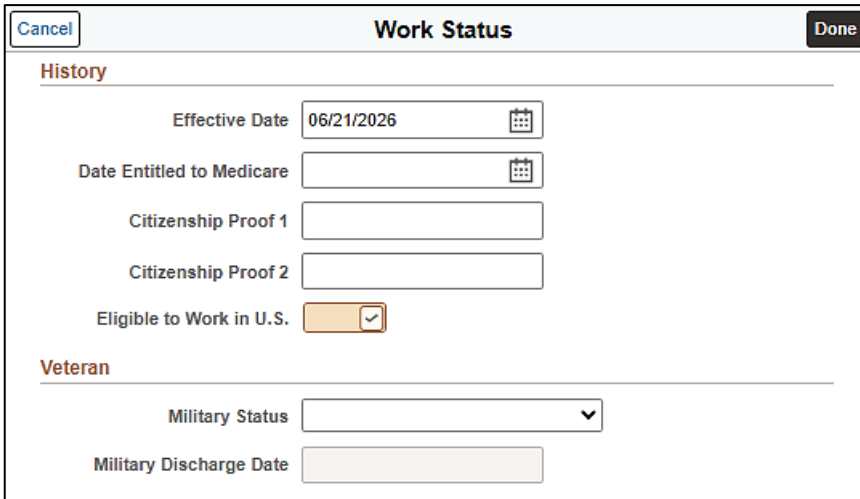
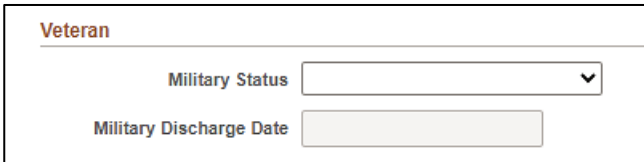
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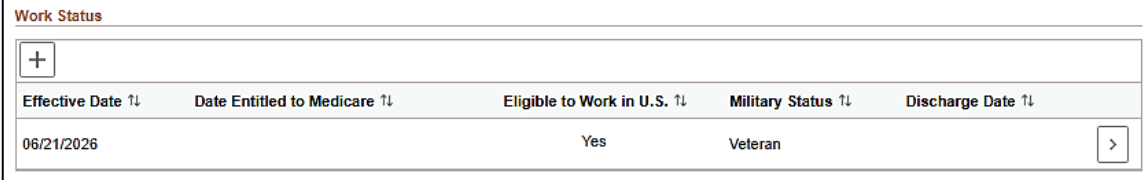
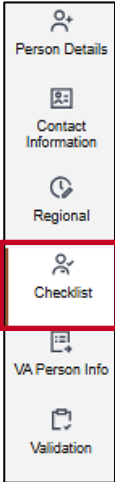
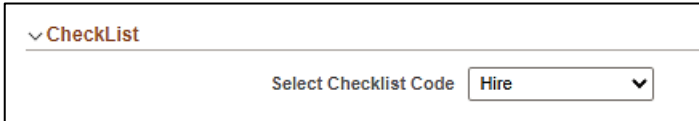
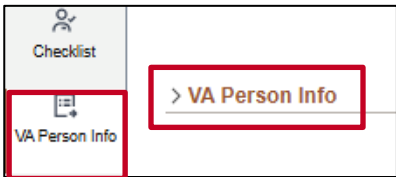
Type ↑↓	Email Address ↑↓	Preferred ↑↓
Business	Barney.Rubble@DOLI.VA.GOV	Yes

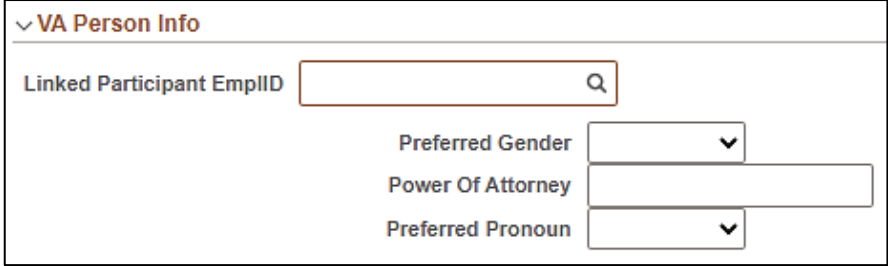
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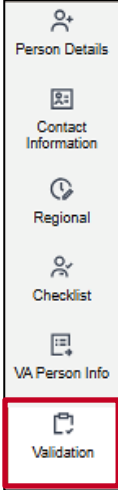
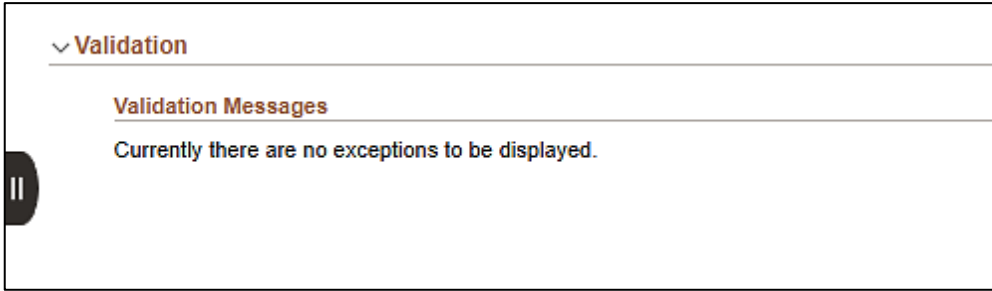
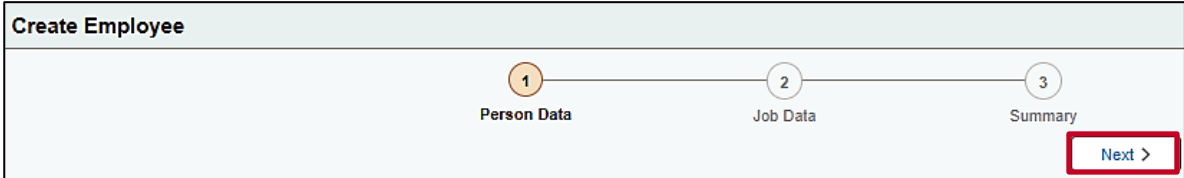
Step	Action
32.	Select the corresponding Email Option Selection radio button option based upon the type of email address entered. Note: The default is “Agency Provided Email”. Email Option Selection ☒ Agency Provided Email ☐ Pending Agency Provided Email ☐ Employee Provided Email 1. Agency Provided Email 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
	Once the employee’s business email is obtained, the Pending Agency Provided Email address must be replaced with the Agency Provided Email address. The Email Option Selection radio button option must then be updated to “Agency Provided Email”. The Agency Provided 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. Note: For employees with multiple jobs at different Agencies, the business email must match the Agency of their primary job. • 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 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.
33.	Click the Regional tab. Person Details Contact Information Regional Checklist VA Person Info Validation

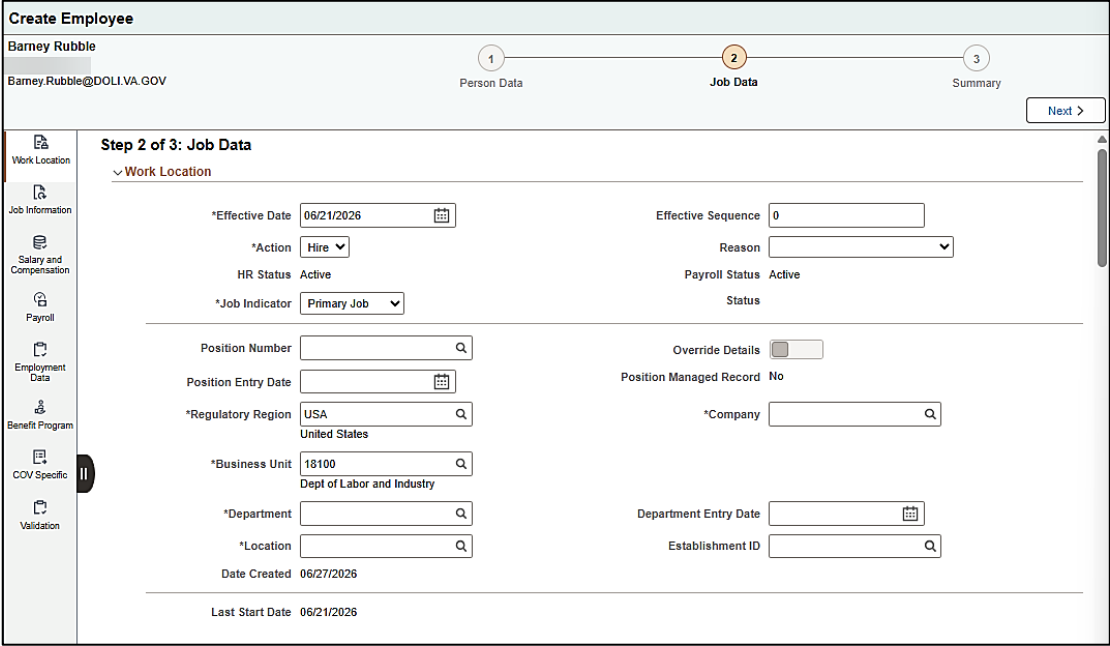
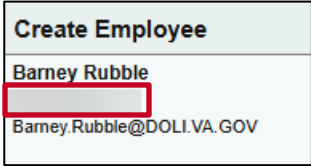
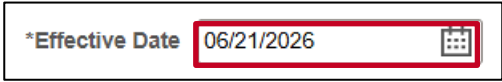
Step	Action
	The Regional section displays. 
	The Regulatory Region field defaults to “USA”. Do not change. 
34.	If provided, click the Ethnic Group Look up icon and select the employee’s ethnic group (optional). Note: This field can be completed by the employee in Employee Self Service (ESS). 
	If the employee identifies with multiple ethnic groups, click the Add a New Row icon (+) and repeat this step. The Primary field toggle is optional.

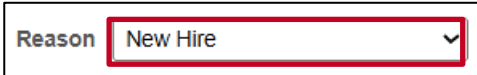
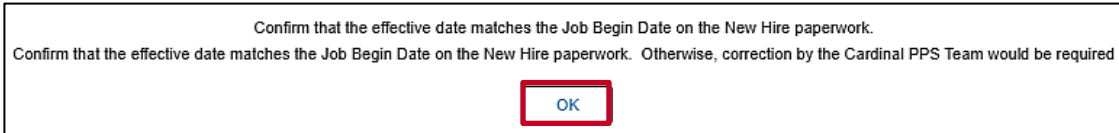
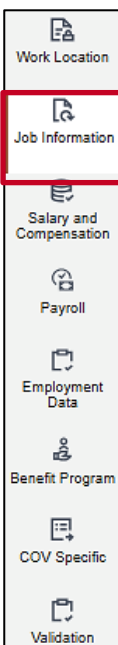
Step	Action
35.	Click the Add Work Status button in the Work Status section. 
The Work Status page displays in a pop-up window. 	
	The Eligible to Work in the U.S. field toggle defaults to selected. Do not change. 
36.	If the employee provided their military status and service documentation, scroll down as needed, click the Military Status dropdown button, and select the applicable value. 
	The remaining fields on this page are not currently being utilized in Cardinal.
37.	Click the Done button. 

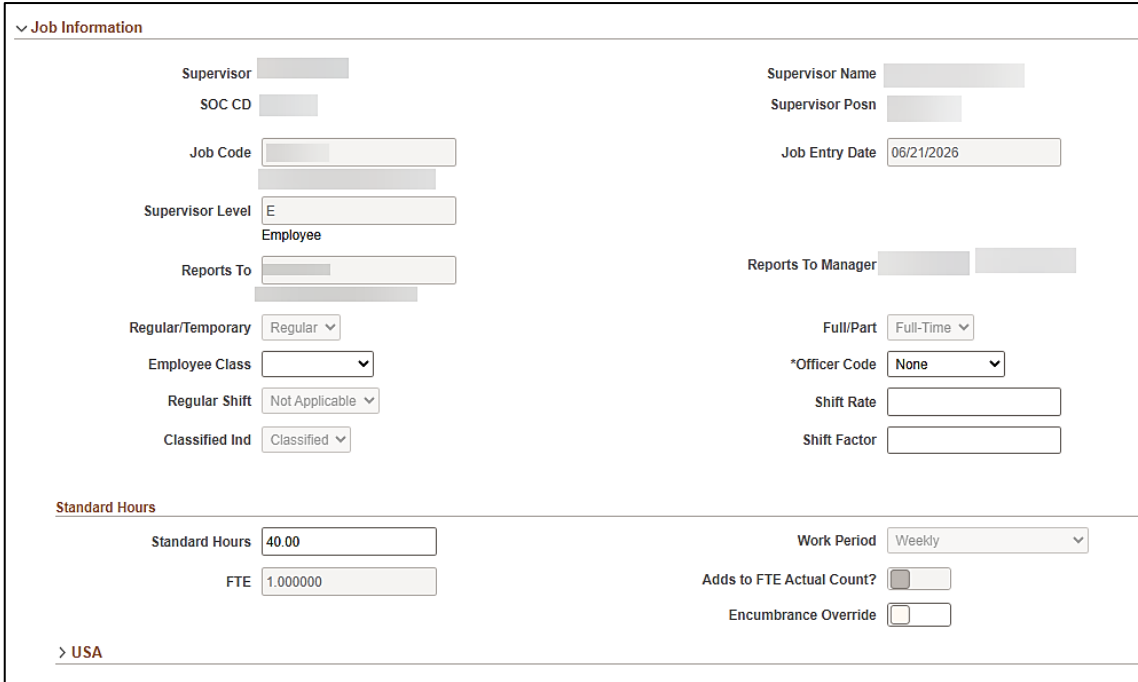
Step	Action
	The Work Status section redisplay. 
	The Smoker History section is not currently being utilized in Cardinal.
38.	Click the Checklist tab (optional). 
	The CheckList section displays. 
	The Select Checklist Code field defaults to “Hire”. This is applicable for this process. For more information pertaining to Checklists, see the Job Aid titled HR351 Using a Checklist. This Job Aid is located on the Cardinal website in Job Aids under Learning.
39.	Click the VA Person Info tab and click the Expand button to view the VA Person Info section. 

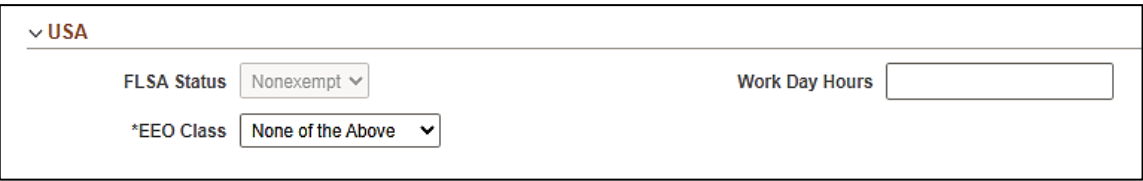
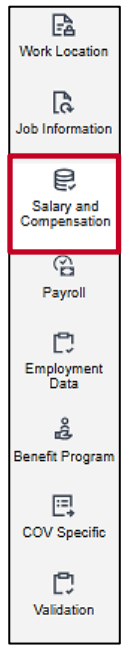
Step	Action
	The VA Person Info section displays. 
40.	If the employee is linked to another employee of the Commonwealth of Virginia, enter that employee ID in the Linked Participant EmplID field. 
41.	Click the Preferred Gender dropdown button and select the preferred gender provided by the employee. Note: This field can also be completed by the employee in Employee Self Service (ESS). 
42.	Enter the name of the person who has legal Power of Attorney for the employee in the Power of Attorney field (if provided). 
	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.
43.	Click the Preferred Pronoun dropdown button and select the preferred pronoun provided by the employee. Note: This field can also be completed by the employee in Employee Self Service (ESS). 

Step	Action
44.	Click the Validation tab. 
The Validation section displays. 	
45.	Click the Next button on the right side of the page at the top. 
	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. Note: Do not click the Back button in the browser to go back, as all information that has been entered will be lost. Review the message and go to the sections where the missing information is captured and enter the required information.

Step	Action
	The Create Employee (Step 2 of 3: Job Data) page displays with the Work Location tab displayed by default. 
46.	Cardinal will auto-assign the Employee ID Number. It is located at the top of the page below the employee's name. Take note of the assigned Employee ID Number. 
47.	The Effective Date field defaults to the date entered in the Personal Details section. If this date is not the first date of employment for the employee, click the Effective Date Calendar icon and select the first date of employment. Note: A help desk ticket is required to adjust the new employee's effective date after their Job Record is saved. 
	The Action field defaults to "Hire" and no other selections are available. 

Step	Action
48.	Click the Reason dropdown button and select “New Hire”. This is the correct selection for this process. 
	Users may see a notification message displayed in a pop-up window. In this case, review the message, confirm the effective date is correct, and then click the OK button. 
	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.
49.	Enter the employee’s Position Number in the Position Number field. 
	The remaining position related fields on this page will auto-populate once the Position Number is entered.
50.	Click the Job Information tab. 

Step	Action
	The Job Information section displays. 
51.	Review the information within the Job Information section. These values are populated when the Position Number is selected in the Work Location section.
52.	Click the Employee 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. 
	The Action/Reason , Employee Class , and Job Code fields are key fields in the VRS file nightly extract from Cardinal to VRS. The VNAV reconciliation will be difficult and time consuming if incorrect data is entered.
53.	The Standard Hours field defaults to “40” for Full-Time status. If the position is Part-Time or Quasi, update the Standard Hours field to reflect the number of hours the employee will be working (e.g., 34, 35, 36, etc.) and tab out of the field. 
	The FTE field will calculate after tabbing out of the Standard Hours field. The Full/Part field defaults based on the information entered for the position.

Step	Action
54.	Click the Expand button to expand the USA section. 
The USA section displays. 	
55.	Review the USA section for accuracy. Note: The FLSA Status defaults from the Position Data. If updates are needed, they must be made on the Manage Position page. The EEO Class field is not utilized at this time.
56.	Click the Salary and Compensation tab. 

Step	Action
	The Salary and Compensation section displays. ▼ Salary and Compensation Salary Plan Salary Admin Plan SW Statewide Grade 4 Statewide Salary Grade 4 Step Includes Wage Progression Rule ☐ Grade Entry Date 06/21/2026 Step Entry Date Compensation Compensation Rate 0.000000 *Frequency Annual Comparative Information Change Amount 0.000000 USD Frequency Annual Change Percent 0.000 Comparison Ratio Pay Rates Annual USD Daily USD Monthly USD Hourly USD Default Pay Components Pay Components No Pay Components exists. Add Pay Component Calculate Compensation
57.	Review the Salary Plan section for accuracy. Note: This information comes from the position. Salary Plan Salary Admin Plan SW Statewide Grade 4 Statewide Salary Grade 4 Step Includes Wage Progression Rule ☐ Grade Entry Date 06/21/2026 Step Entry Date
i	The Includes Wage Progression Rule toggle field is not utilized in Cardinal. Do not update. Includes Wage Progression Rule ☐
i	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 Position Data. This Job Aid can be found on the Cardinal website in Job Aids under Learning.



Step	Action
58.	In the Compensation section, click the Frequency dropdown button and select the employee's pay frequency ("Semimonthly", "Hourly", "Biweekly", etc.). Compensation Compensation Rate 0.000000 *Frequency Semimonthly Comparative Information Change Amount 0.000000 USD Frequency Semimonthly Change Percent 0.000 Comparison Ratio
59.	Click the Default Pay Components button. Default Pay Components
The Pay Components section displays.	
Pay Components 1 row Amount Controls Changes Conversion Show All *Rate Code Seq Compensation Rate Currency Frequency Percent Q 0 Q Q Q + Q	
60.	Click the Rate Code Look up icon and select the applicable Rate Code. Pay Components 1 row Amount Controls Changes Conversion Show All *Rate Code Seq Compensation Rate Currency Frequency Percent Q 0 Q Q Q + Q
61.	Enter the compensation to pay the employee (Annual Salary or Hourly Rate) in the Comp Rate field. Pay Components 1 row Amount Controls Changes Conversion Show All *Rate Code Seq Compensation Rate Currency Frequency Percent Q 0 Q Q Q + Q
	The Currency and Frequency fields default based on the Rate Code selected.



Human Resources Job Aid

HR351 Completing a New Hire

Step	Action																		
	If multiple Rate Codes need to be entered, click the Add a New Row icon (+) and repeat Steps 60-61. <table border="1"><thead><tr><th></th><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> </td><td> 0 </td><td> </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					+	-											
62.	Click the Calculate Compensation button. Calculate Compensation																		
The Pay Components section refreshes, and the applicable compensation fields above populate. Compensation Compensation Rate 2,291.666666  *Frequency Semimonthly Comparative Information Change Amount 0.000000  USD Frequency Semimonthly Change Percent 0.000 Comparison Ratio 0.68 Pay Rates Annual 54,999.999984 USD Daily 211.538461 USD Monthly 4,583.333332 USD Hourly 26.442308 USD Default Pay Components																			

Pay Components

2 rows

Amount

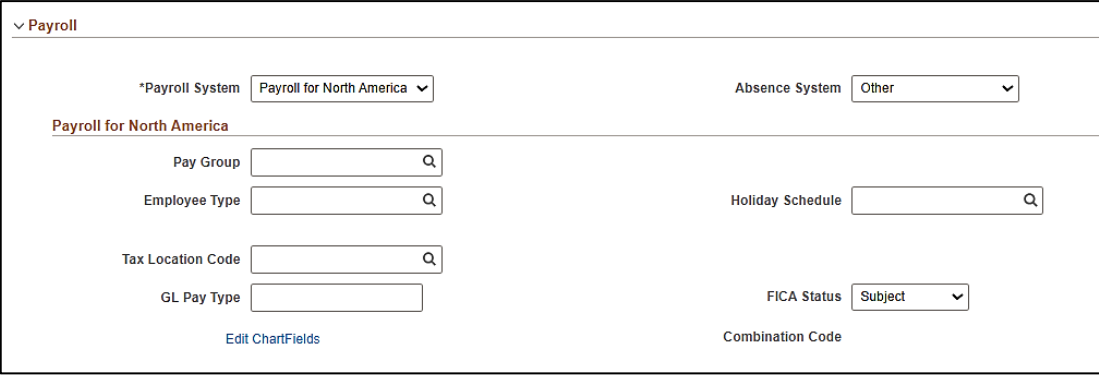
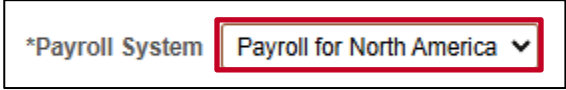
Controls

Changes

Conversion

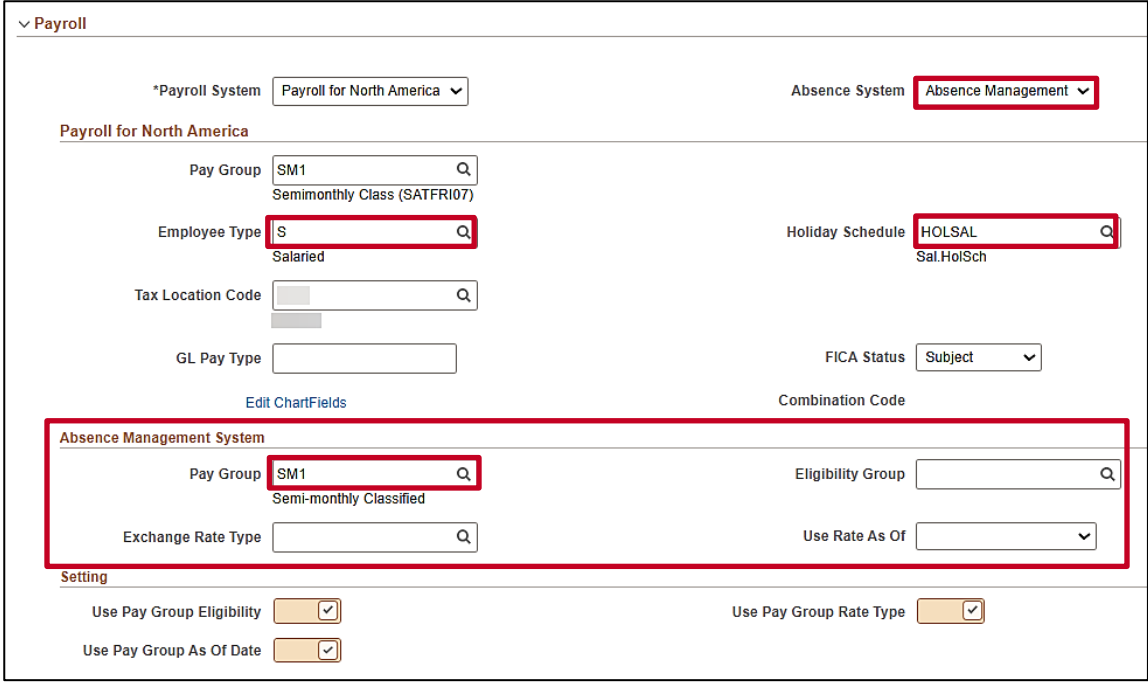
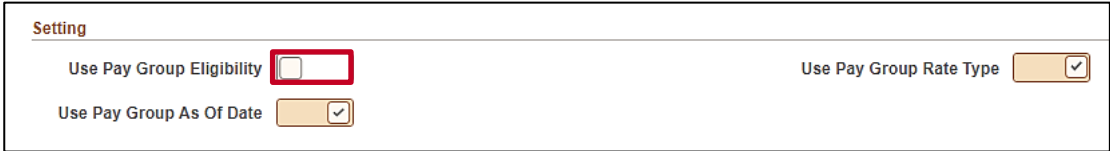
Show All

*Rate Code	Seq	Compensation Rate	Currency	Frequency	Percent
STATE	0	50,000.000000 	USD	A	
SPPAY	0	5,000.000000 	USD	A	

Step	Action
64.	Click the Payroll tab. 
	The Payroll section displays. 
	The Payroll System field defaults to “Payroll for North America”. Do not change. 
65.	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”.  



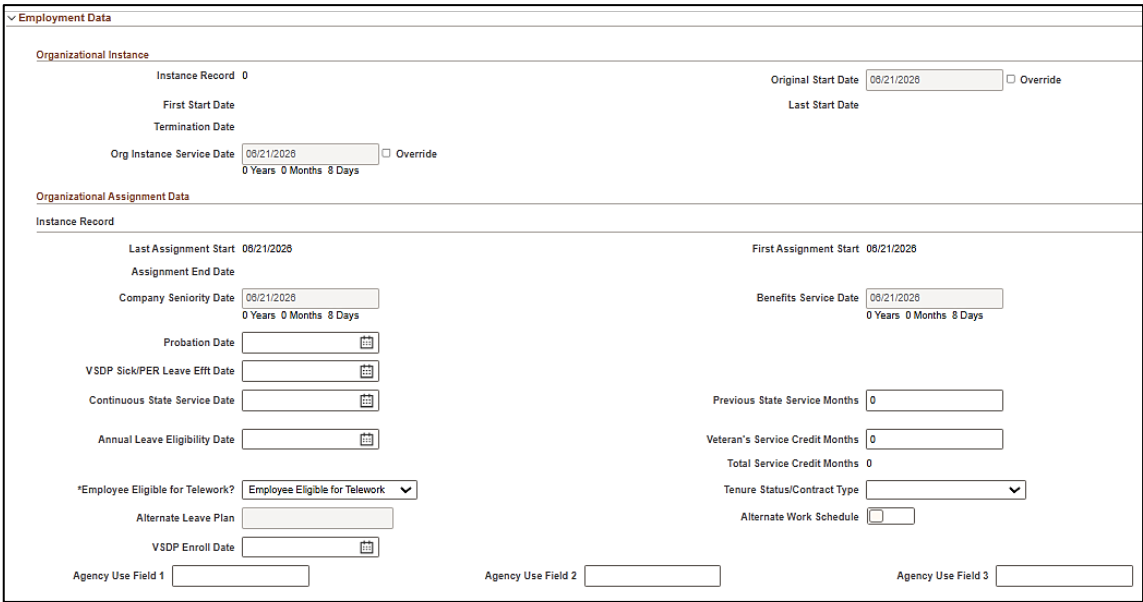
Step	Action
66.	Click the Pay Group Look up icon within the Payroll for North America section and select the applicable Pay Group for the employee. Payroll for North America Pay Group
The Payroll section refreshes once the Pay Group is selected. Payroll *Payroll System Payroll for North America Absence System Absence Management Payroll for North America Pay Group SM1 Semimonthly Class (SATFRI07) Employee Type S Salaried Tax Location Code GL Pay Type Edit ChartFields Absence Management System Pay Group SM1 Semi-monthly Classified Exchange Rate Type Setting Use Pay Group Eligibility ☒ Use Pay Group Rate Type ☒ Use Pay Group As Of Date ☒ Holiday Schedule HOLSAL Sal.HolSch FICA Status Subject Combination Code Eligibility Group Use Rate As Of	
67.	Click the Tax Location Code Look up icon and select the applicable code based on the location of the employee's office. Tax Location Code
68.	The FICA Status field defaults to “Subject” for regular Social Security and Medicare tax withholdings. Update as needed based upon the following guidance: • “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 FICA Status Subject

Step	Action
69.	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. 
70.	Click the Eligibility Group Look up icon and select the applicable Eligibility Group for the employee. 
	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.
71.	The Use Pay Group Eligibility field toggle is selected by default. De-select this toggle. 



Human Resources Job Aid

HR351 Completing a New Hire

Step	Action
72.	Click the Employment Data tab. 
The Employment Data section displays. 	
73.	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. 

Step	Action
74.	Enter the enrollment date in the VSDP Sick/PER Leave Effrt Date fields. This field is provided to VNAV and is used by the VSDP vendor to determine the program enrollment date. VSDP Sick/PER Leave Effrt Date
75.	Enter the Continuous State Service Date (the employee's hire/rehire date). Note: 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). Continuous State Service Date
76.	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. Previous State Service Months 0
77.	Complete the Annual Leave Eligibility Date field by selecting either: - 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) Annual Leave Eligibility Date
	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.
78.	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. Veteran's Service Credit Months 0

Step	Action
	The Total Service Credit Months field is a read-only field. It auto-populates 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.
79.	Click the Employee Eligible for Telework dropdown button and select the applicable value based on the employee's eligibility for telework. Note: 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. *Employee Eligible for Telework? Employee Eligible for Telework ▼
	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.
80.	Click the VSDP Enroll Date Calendar icon and select the VSDP Enroll Date. VSDP Enroll Date 
	The VSDP Enroll Date is when the employee initially enrolled in the VSDP program. This may be the date that the employee was hired into a state salaried job for the first time, or the date that the employee opted into the VSDP program (opted out of the Traditional Sick Leave Program).
	The Tenure Status/Contract Type and Alternate Work Schedule fields are not required for the hire process. Refer to Agency policy. Tenure Status/Contract Type Alternate Work Schedule
	The Agency Use Field 1, 2, and 3 fields are not required for the hire process. Refer to Agency policy. Agency Use Field 1 Agency Use Field 2 Agency Use Field 3

Step	Action
81.	Click the Benefit Program tab. Work Location Job Information Salary and Compensation Payroll Employment Data Benefit Program COV Specific Validation

The **Benefit Program** section displays.

Benefit Program

Benefit Record Number 0

*Benefits System Benefits Administration

Benefits Employee Status

Annual Benefits Base Rate

USD

Enter or update the ACA Eligibility details from the related actions in Job Actions Summary.

Benefits Administration Eligibility

BAS Group ID

Eligible Field 1

Eligible Field 3

Eligible Field 5

Eligible Field 7

Eligible Field 9

Eligible Field 2

Eligible Field 4

Eligible Field 6

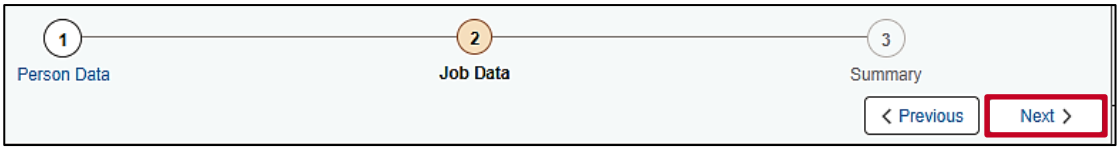
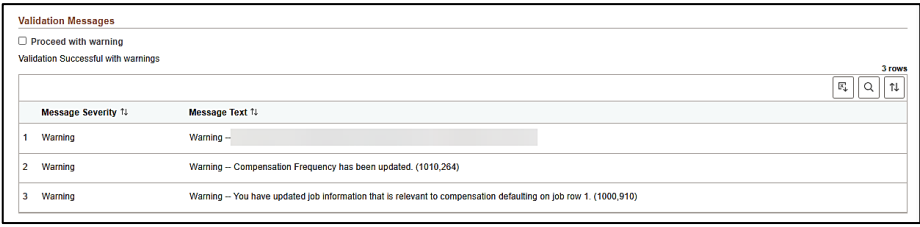
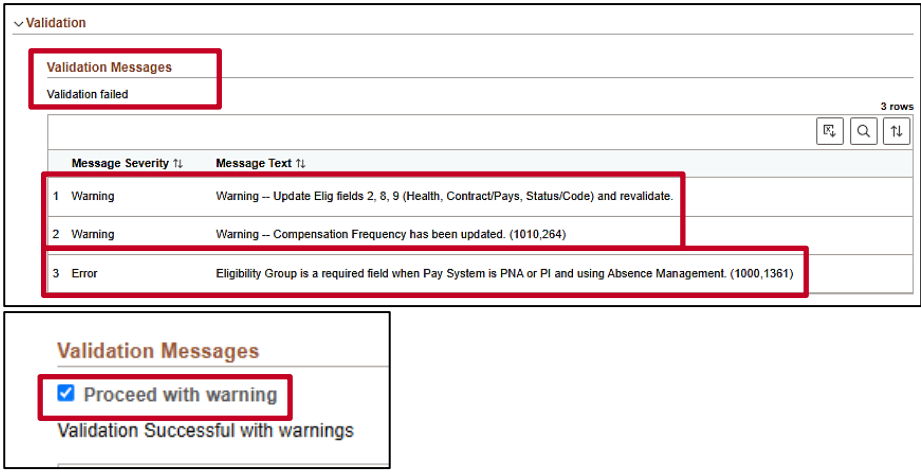
Eligible Field 8

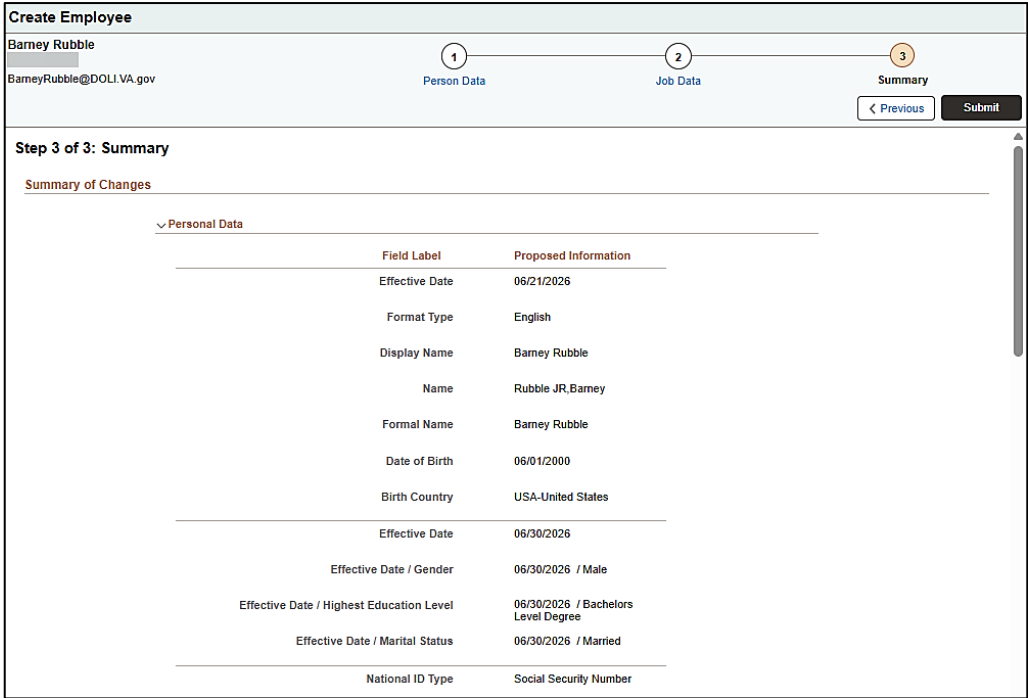
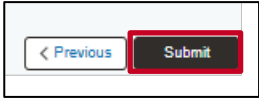
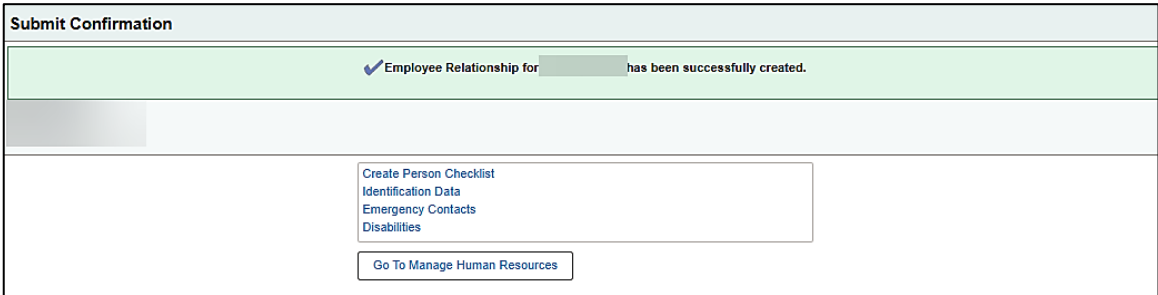
Benefit Program Participation Details

Effective Date 1:	Benefit Program 1:	Currency Code 1:
06/21/2026	SAL	USD

Step	Action
82.	In the Benefits Administration Eligibility section, complete the Eligible Field 2, Eligible Field 3, Eligible Field 8, and Eligible Field 9 fields based on the following: • Eligible Field 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). • Eligible Field 3 - select “Y” when time is entered by the employee or select “N” when time is entered by a Timekeeper or time is interfaced. Eligible Field 3 should only be completed for PY (Payroll)/TA (Time and Attendance) Agencies. Otherwise, Eligible Field 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. • Eligible Field 8 - select the applicable pay frequency (e.g., salaried is “12-24” and hourly is “12-26”). • Eligible Field 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).
	Benefits Administration Eligibility BAS Group ID Eligible Field 1 Eligible Field 3 Eligible Field 5 Eligible Field 7 Eligible Field 9 Eligible Field 2 Eligible Field 4 Eligible Field 6 Eligible Field 8
	The Benefit Program Participation Details section populates from previously entered data and is read-only. Benefit Program Participation Details Effective Date ?1 Benefit Program ?1 Currency Code ?1 06/21/2026 SAL Salaried Employee Benefit Pgm USD
	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.

Step	Action
	The COV Specific Job Data section is a custom section for managing Leaves of Absence and is not used for completing a new hire. ▼ COV Specific Job Data STD Claim Number Layoff Notice Date  Recall Eligibility Flag ☐ Turn Off Auto Pay Leave With Pay Working ☐ Yes ☐ Yes ☒ No ☒ No For more information pertaining to Leaves of Absence, see the Cross Functional Job Aids titled Processing Paid Leaves of Absence in Cardinal and Processing Unpaid Leaves of Absence in Cardinal. These Job Aids are located on the Cardinal website in Job Aids under Learning.
83.	Review all the information entered for the employee using the scroll bar on the right side of the page to go back through the sections. Update anything that is entered incorrectly.
84.	Click the Validation tab.  Work Location  Job Information  Salary and Compensation  Payroll  Employment Data  Benefit Program  COV Specific  Validation
The Validation section displays. ▼ Validation Validation Messages Currently there are no exceptions to be displayed.	

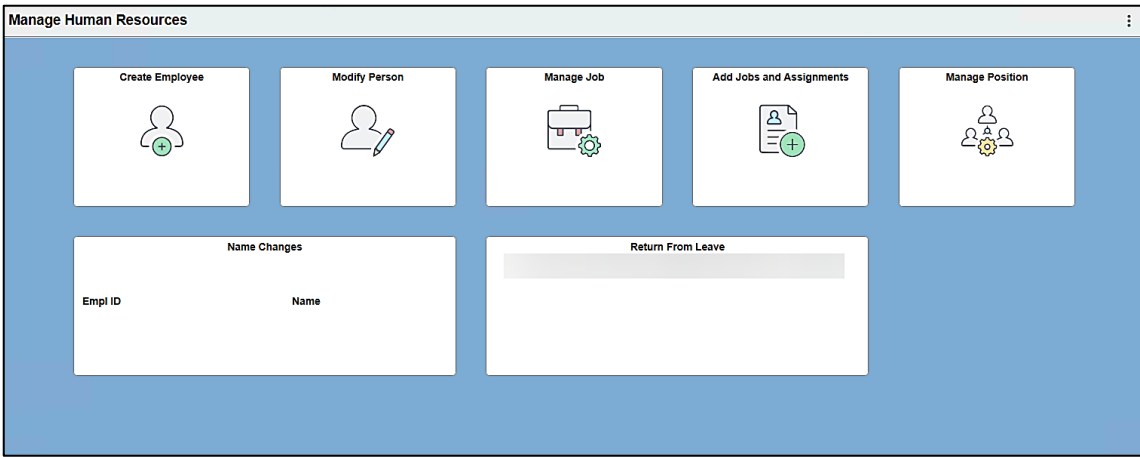
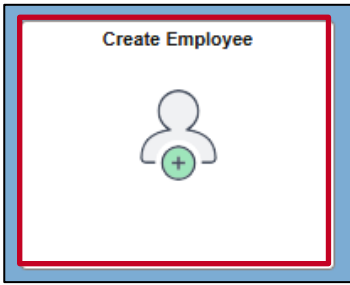
Step	Action
85.	Click the Next button. 
	The Validation Messages section displays. 
86.	Review the Validation Messages section and click the Next button.  Note: Users should validate every transaction to review and address any warnings and/or errors that may have occurred. Warnings can be bypassed, but errors must be addressed before submitting (the Validation Messages section will display an Error message and the validation will fail). Select the Proceed with warning checkbox option if applicable. 

Step	Action																										
	The Create Employee Step 3 of 3: Summary page displays.  Create Employee Barney Rubble BarneyRubble@DOLI.VA.gov 1 Person Data 2 Job Data 3 Summary < Previous Submit Step 3 of 3: Summary <u>Summary of Changes</u> Personal Data <table> <thead> <tr> <th>Field Label</th><th>Proposed Information</th></tr> </thead> <tbody> <tr> <td>Effective Date</td><td>06/21/2026</td></tr> <tr> <td>Format Type</td><td>English</td></tr> <tr> <td>Display Name</td><td>Barney Rubble</td></tr> <tr> <td>Name</td><td>Rubble JR, Barney</td></tr> <tr> <td>Formal Name</td><td>Barney Rubble</td></tr> <tr> <td>Date of Birth</td><td>06/01/2000</td></tr> <tr> <td>Birth Country</td><td>USA-United States</td></tr> <tr> <td>Effective Date</td><td>06/30/2026</td></tr> <tr> <td>Effective Date / Gender</td><td>06/30/2026 / Male</td></tr> <tr> <td>Effective Date / Highest Education Level</td><td>06/30/2026 / Bachelors Level Degree</td></tr> <tr> <td>Effective Date / Marital Status</td><td>06/30/2026 / Married</td></tr> <tr> <td>National ID Type</td><td>Social Security Number</td></tr> </tbody> </table>	Field Label	Proposed Information	Effective Date	06/21/2026	Format Type	English	Display Name	Barney Rubble	Name	Rubble JR, Barney	Formal Name	Barney Rubble	Date of Birth	06/01/2000	Birth Country	USA-United States	Effective Date	06/30/2026	Effective Date / Gender	06/30/2026 / Male	Effective Date / Highest Education Level	06/30/2026 / Bachelors Level Degree	Effective Date / Marital Status	06/30/2026 / Married	National ID Type	Social Security Number
Field Label	Proposed Information																										
Effective Date	06/21/2026																										
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Name	Rubble JR, Barney																										
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Date of Birth	06/01/2000																										
Birth Country	USA-United States																										
Effective Date	06/30/2026																										
Effective Date / Gender	06/30/2026 / Male																										
Effective Date / Highest Education Level	06/30/2026 / Bachelors Level Degree																										
Effective Date / Marital Status	06/30/2026 / Married																										
National ID Type	Social Security Number																										
87.	Review the Summary of Changes section, and then click the Submit button. 																										
	The Submit Confirmation page displays.  Submit Confirmation ✓ Employee Relationship for [redacted] has been successfully created. Create Person Checklist Identification Data Emergency Contacts Disabilities Go To Manage Human Resources																										
	Once the record is saved, if anything is incorrect a help desk ticket must be entered to make the correction.																										

Step	Action
	From the Submit Confirmation page, users can directly access the Person Checklist page to review onboarding Checklist items, the Identification Data page to enter citizenship information, the Emergency Contact page to enter emergency contact information, and the Disabilities page to note disabilities by clicking the respective links. These pages will open in a new window. Additionally, there is a Go To Manage Human Resources link to return to the Manage Human Resources homepage. 
88.	Continue to the Agency Next Steps After Entering New Hire section of this Job Aid.

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, a **Potential duplicate** notice will display when attempting to create the employee. To complete the hire, the person must be hired by creating a new employment instance to create an employee record.

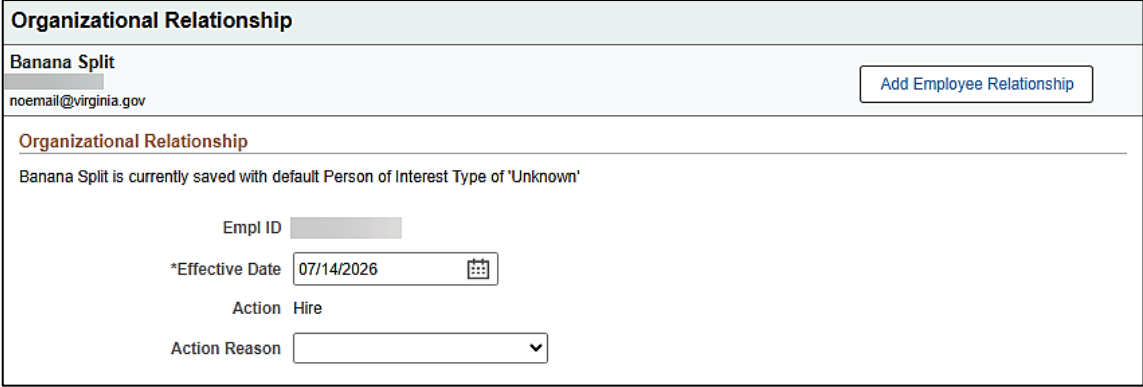
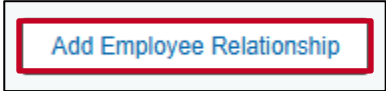
Step	Action
1.	Navigate to the Create Employee page by clicking the Manage Human Resources tile on the Cardinal HCM Homepage. 
The Manage Human Resources page displays. 	
2.	Click the Create Employee tile. 

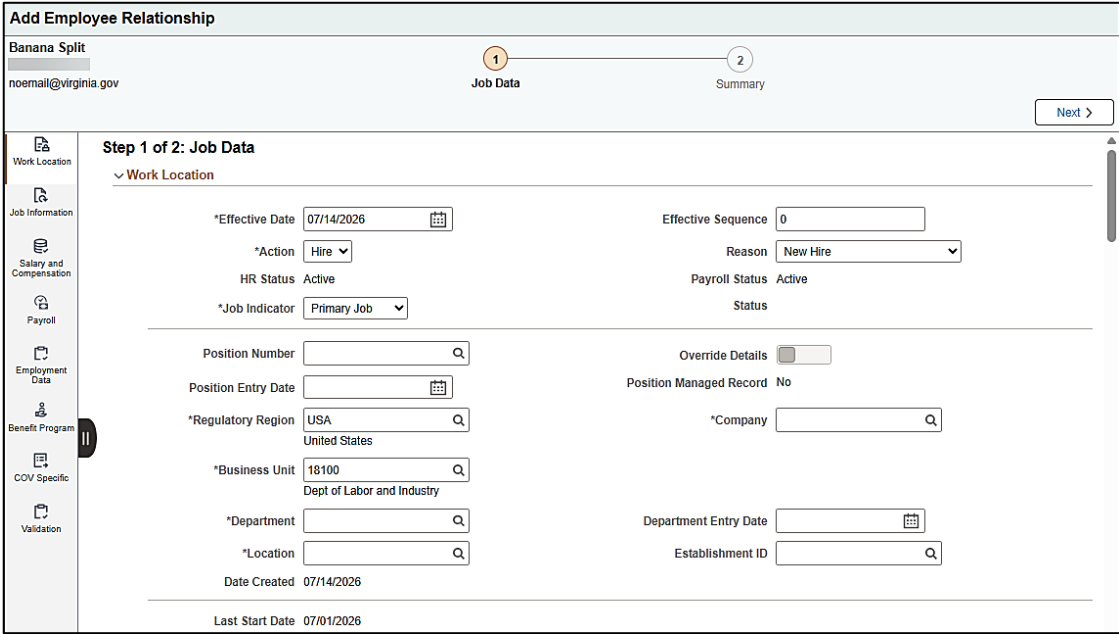


Human Resources Job Aid

HR351 Completing a New Hire

Step	Action																
	The Create Employee Search page displays. Create Employee Personal Details *National ID Date of Birth First Name Middle Name Last Name Search																
3.	Enter the employee's SSN in the National ID field. *National ID																
4.	Click the Search button. Search																
	The Create Employee page redisplay with an Information Message and the Potential duplicates section displayed. Create Employee Personal Details *National ID Date of Birth First Name Middle Name Last Name Search Potential duplicates found. Modify the duplicate person or create a new Employee record. Create Employee Potential duplicates <table><tr><th>Person ID</th><th>Date of Birth</th><th>National ID Country</th><th>National ID Type</th><th>National ID</th><th>First Name</th><th>Last Name</th><th></th></tr><tr><td></td><td>06/01/1990</td><td>United States</td><td>Social Security Number</td><td></td><td>Banana</td><td>Split</td><td>Organizational Relationship</td></tr></table>	Person ID	Date of Birth	National ID Country	National ID Type	National ID	First Name	Last Name			06/01/1990	United States	Social Security Number		Banana	Split	Organizational Relationship
Person ID	Date of Birth	National ID Country	National ID Type	National ID	First Name	Last Name											
	06/01/1990	United States	Social Security Number		Banana	Split	Organizational Relationship										
5.	Click the Organizational Relationship link. Create Employee Potential duplicates <table><tr><th>Person ID</th><th>Date of Birth</th><th>National ID Country</th><th>National ID Type</th><th>National ID</th><th>First Name</th><th>Last Name</th><th></th></tr><tr><td></td><td>06/01/1990</td><td>United States</td><td>Social Security Number</td><td></td><td>Banana</td><td>Split</td><td>Organizational Relationship</td></tr></table>	Person ID	Date of Birth	National ID Country	National ID Type	National ID	First Name	Last Name			06/01/1990	United States	Social Security Number		Banana	Split	Organizational Relationship
Person ID	Date of Birth	National ID Country	National ID Type	National ID	First Name	Last Name											
	06/01/1990	United States	Social Security Number		Banana	Split	Organizational Relationship										

Step	Action
	The Organizational Relationship page displays. 
6.	The Effective Date field defaults to today's date. Update this date to the applicable date of the new hire as needed. 
	The Effective Date cannot be greater than today's date when adding or 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.
7.	Click the Action Reason dropdown button and select the Action Reason ("New Hire" in this example). 
	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.
8.	Click the Add Employee Relationship button. 

Step	Action
The Add Employee Relationship (Step 1 of 2: Job Data) page displays with the Work Location tab displayed by default. 	
9.	Complete the hire as detailed in the Completing a New Hire section of this Job Aid beginning with Step 49 .

Agency Next Steps After Entering the New Hire

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

- For further information on entering citizenship information, emergency contacts, 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** located 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** located 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** located on the Cardinal website in **Job Aids** under **Learning**.