

Completing a Rehire Overview

Before starting the rehire process, validate that all data related to the position is as expected. This includes verifying whether the position is eligible for telework. For more information on reviewing 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**.

The Rehire Employee business process is applicable to both salaried and wage employees.

Employee Records are used to manage the history of the different jobs an employee may have. An employee's initial hire is assigned to Employee Record "0". All new Employee Records are incremented by one ("1").

The **Organizational Relationship** page provides summarized information related to all current or previous jobs an employee has at the Commonwealth of Virginia. This page may also return results for people with no job information in Cardinal. When this is the case, only the employee's name and employee ID display. A review of the information on this page is necessary to determine how to process the rehire.

The **Create Job Action** process is used if the employee is being rehired back into the same Agency **and** back into the same employee type (e.g., Wage to Wage or Salary to Salary). This will hire the employee back into the same Employee Record they previously held.

The **Add Employee Relationship** process is used if the employee is being rehired into a different Agency **or** back into the same Agency but into a different employee type (e.g., Wage to Salary or Salary to Wage). This creates a new Employee Record into which the employee is hired. See the Job Aid titled **HR351 Completing a New Hire** for this process. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

The **Add Employee Relationship** process is also used when transferring an employee from one Agency to another. For further information on transferring employees from one Agency to another Agency, refer to the Job Aid titled **HR351 Managing an Inter-Agency Transfer** located on the Cardinal website in **Job Aids** under **Learning**.

Note: Personal Data for the person being rehired will not be available to view or modify in Cardinal until the rehire is processed. Once fully rehired, go to the **Modify Person** page to make updates, if applicable.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.



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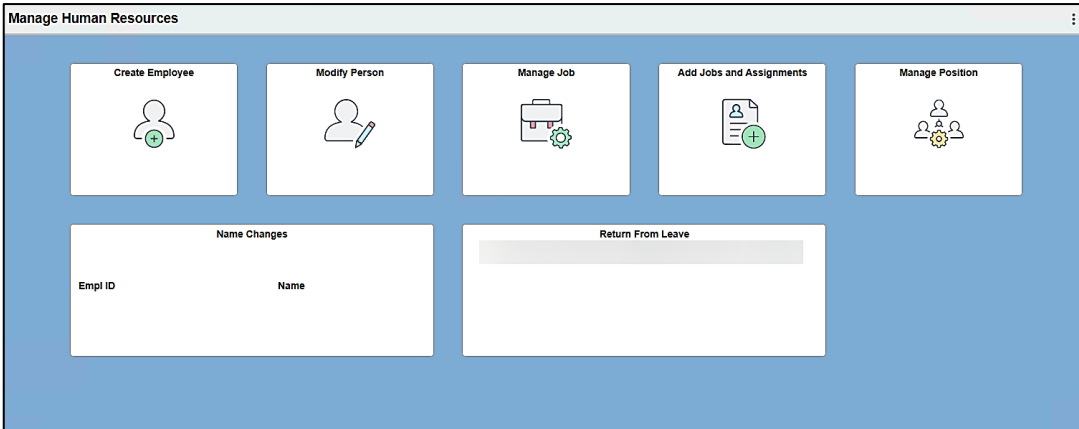
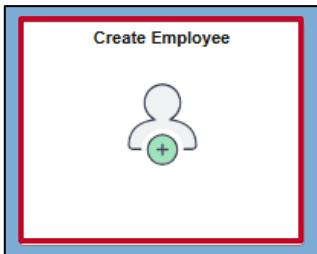


Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
11/14/2025	Note added to Rehiring an Employee section regarding Alternate Leave Plan. Information regarding Direct Deposit added, including references to the Request Direct Deposit page.
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.

Rehiring an Employee

To begin the rehire process, review the **Organizational Relationship** page to get information about the employee's previous employment at the Commonwealth of Virginia. The link to the **Organizational Relationship** page is located on the **Create Employee** page if the National ID is found.

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 Rehire

Step	Action
	The Create Employee Search page displays. Create Employee Personal Details *National ID Date of Birth First Name Middle Name Last Name Search

Step	Action
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The **Organizational Relationship** page displays.

Note: This page provides a summary of the employment an employee currently holds or has previously held with the Commonwealth of Virginia. This information should be used in conjunction with official personnel records, as some historical Job Data may not have been converted into Cardinal during data migration. Reviewing this information can help determine the appropriate processing actions for the employee within the system.

Organizational Relationship
JONATHAN DOE
Add Employee Relationship

Relationship - Employee
Instance Nbr 0
HR Status Inactive
Payroll Status Terminated
Last Hire Date 06/25/2022
Termination Date 08/22/2025

Assignments

Employment Record / Job Indicator	Home/Host	Effective Date	Business Unit	Department	HR Status / Payroll Status	Start Date / Termination Date
0	Home	08/23/2025	18100	18100	Inactive	06/25/2022
Primary Job			Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Terminated	08/22/2025 Manage Job



If there is no Job Data in Cardinal to manage, the **Add Employee Relationship** option is used and the **Action** field defaults to "Hire".

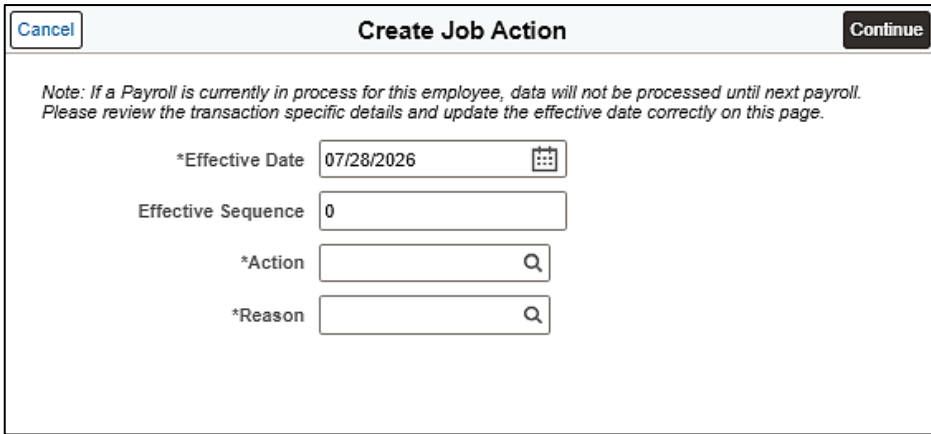
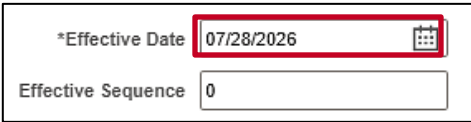
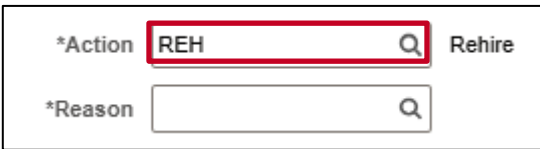
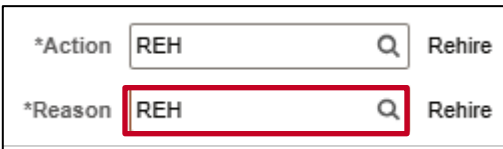
Organizational Relationship
Banana Split
noemail@virginia.gov
Add Employee Relationship

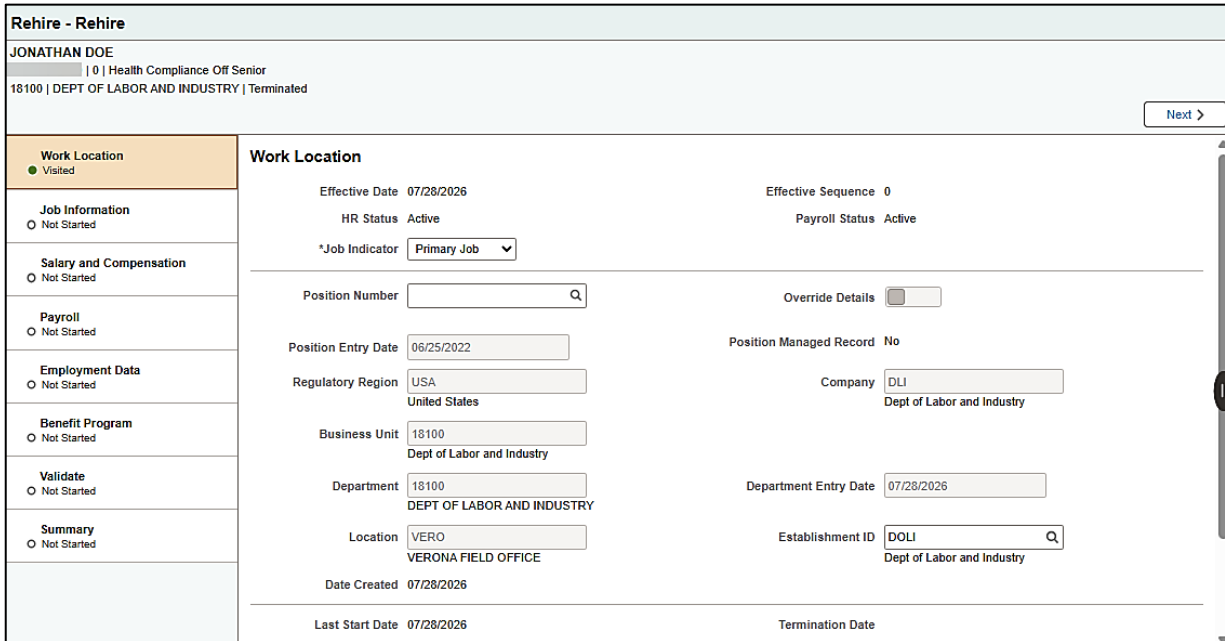
Organizational Relationship
Banana Split is currently saved with default Person of Interest Type of 'Unknown'

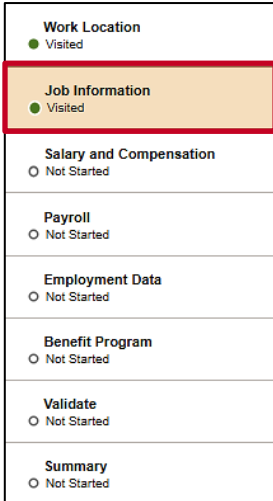
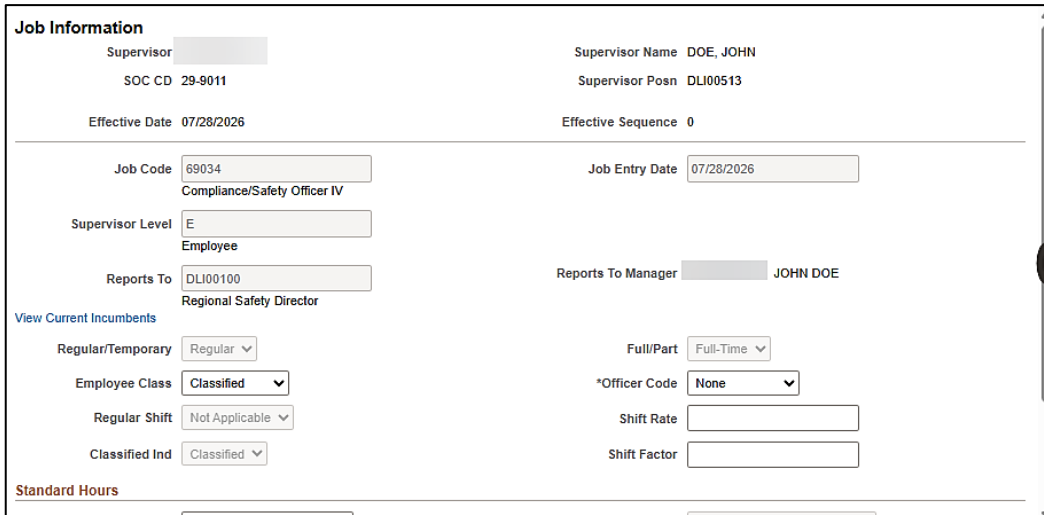
Empl ID
*Effective Date 07/28/2026 
Action Hire
Action Reason

Step	Action																					
6.	Scenario 1: Click the Add Employee Relationship link if the employee is being rehired into a different Agency or back into the same Agency but into a different employee type (e.g., Wage to Salary). Organizational Relationship JONATHAN DOE Add Employee Relationship Relationship - Employee Instance Nbr 0 HR Status Inactive Payroll Status Terminated Last Hire Date 06/25/2022 Termination Date 08/22/2025 Assignments <table><tr><th>Employment Record / Job Indicator</th><th>Home/Host</th><th>Effective Date</th><th>Business Unit</th><th>Department</th><th>HR Status / Payroll Status</th><th>Start Date / Termination Date</th></tr><tr><td>0</td><td>Home</td><td>08/23/2025</td><td>18100</td><td>18100</td><td>Inactive</td><td>06/25/2022</td></tr><tr><td>Primary Job</td><td></td><td></td><td>Dept of Labor and Industry</td><td>DEPT OF LABOR AND INDUSTRY</td><td>Terminated</td><td>08/22/2025</td></tr></table> Manage Job The Add Employee Relationship page displays in a pop-up window. Use the Add Employee Relationship page to create a new Employee Record (EMPL_RCD) to hire the employee into the Agency. Cancel Add Employee Relationship Continue Empl ID *Effective Date 07/28/2026 Action Hire Action Reason Refer to Page 43 of the Job Aid titled HR351 Completing a New Hire to complete this rehire. This Job Aid can be found on the Cardinal website in Job Aids under Learning.	Employment Record / Job Indicator	Home/Host	Effective Date	Business Unit	Department	HR Status / Payroll Status	Start Date / Termination Date	0	Home	08/23/2025	18100	18100	Inactive	06/25/2022	Primary Job			Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Terminated	08/22/2025
Employment Record / Job Indicator	Home/Host	Effective Date	Business Unit	Department	HR Status / Payroll Status	Start Date / Termination Date																
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Primary Job			Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Terminated	08/22/2025																

Step	Action																																																																								
7.	Scenario 2: Click the Manage Job link if the employee is being rehired back into the same Agency and back into the same employee type (e.g., salary to salary). This hires the employee back into the same employee record they previously held within the Agency. Organizational Relationship JONATHAN DOE Add Employee Relationship Relationship - Employee Instance Nbr 0 HR Status Inactive Payroll Status Terminated Last Hire Date 06/25/2022 Termination Date 08/22/2025 Assignments <table><tr><th>Employment Record / Job Indicator</th><th>Home/Host</th><th>Effective Date</th><th>Business Unit</th><th>Department</th><th>HR Status / Payroll Status</th><th>Start Date / Termination Date</th><th></th></tr><tr><td>0</td><td>Home</td><td>08/23/2025</td><td>18100</td><td>18100</td><td>Inactive</td><td>06/25/2022</td><td></td></tr><tr><td>Primary Job</td><td></td><td></td><td>Dept of Labor and Industry</td><td>DEPT OF LABOR AND INDUSTRY</td><td>Terminated</td><td>08/22/2025</td><td> Manage Job </td></tr></table> The Job Actions Summary page displays with the current effective dated row and Job Record for the employee. To see historical rows, click the Include History button in the top right corner of the page. Job Actions Summary JONATHAN DOE 0 Health Compliance Off Senior 18100 DEPT OF LABOR AND INDUSTRY Terminated Create Job Action Update/Display Include History Job Actions Summary To view all rows, access this page in Include History mode and to correct the current or history data, access this page in Correct History mode. <table><tr><th>Effective Date / Sequence</th><th>HR / Payroll Status / Job Indicator</th><th>Action / Reason</th><th>Last Updated By / Date</th><th>Status</th><th>Job Code</th><th>Position</th><th>Reports To</th><th>Regulatory Region</th><th>Business Unit</th><th>Department</th><th>Location</th><th>Establishment ID</th><th>Company</th><th>Pay Group</th><th>Pay Group</th></tr><tr><td>08/23/2025</td><td>Inactive</td><td>Termination</td><td>JOHN Doe</td><td>Completed</td><td>69034</td><td>DLI00072</td><td></td><td>USA</td><td>18100</td><td>18100</td><td></td><td>DOLI</td><td>DLI</td><td>SM1</td><td>SM1</td></tr><tr><td>0</td><td>Terminated</td><td>Resignation</td><td>08/14/2025</td><td>Completed</td><td></td><td>Compliance/Safety Officer IV</td><td></td><td>United States</td><td>Dept of Labor and Industry</td><td>DEPT OF LABOR AND INDUSTRY</td><td></td><td>Dept of Labor and Industry</td><td>Dept of Labor and Industry</td><td>Semimonthly Class (SATFRI07)</td><td>Semimonthly Class</td></tr></table>	Employment Record / Job Indicator	Home/Host	Effective Date	Business Unit	Department	HR Status / Payroll Status	Start Date / Termination Date		0	Home	08/23/2025	18100	18100	Inactive	06/25/2022		Primary Job			Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Terminated	08/22/2025	Manage Job	Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Last Updated By / Date	Status	Job Code	Position	Reports To	Regulatory Region	Business Unit	Department	Location	Establishment ID	Company	Pay Group	Pay Group	08/23/2025	Inactive	Termination	JOHN Doe	Completed	69034	DLI00072		USA	18100	18100		DOLI	DLI	SM1	SM1	0	Terminated	Resignation	08/14/2025	Completed		Compliance/Safety Officer IV		United States	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY		Dept of Labor and Industry	Dept of Labor and Industry	Semimonthly Class (SATFRI07)	Semimonthly Class
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8.	Click the Create Job Action button to continue the process of hiring the employee back to the same Agency as the same employee type. Create Job Action																																																																								

Step	Action
	The Create Job Action page displays in a pop-up window. 
9.	Enter or select the applicable effective date of the rehire in the Effective Date field. Note: The Effective Sequence field will auto-populate. 
10.	Click the Action dropdown button and select “REH” (“Rehire”). 
	The action of “Rehire” is only available if the employee has an historical Job Record (Employee Record) within the same Agency in Cardinal. When Cardinal was established, all employee Personal Data from the legacy system was converted into Cardinal, but not all inactive employment history (Job Data) was converted. Therefore, the action of “Hire” and reason of “New Hire” must be used if no Cardinal employment history (Job Record) exists for the current Agency. The Employment Data page is used to address prior service using the applicable fields.
11.	Click the Reason dropdown button and select the applicable reason for the rehire (“REH” in this example). 

Step	Action
	For further information pertaining to valid Action and Reason code combinations, see the Job Aid titled HR351 Action Reason Codes located on the Cardinal website in Job Aids under Learning .
12.	Click the Continue button. 
The Work Location page displays. 	
13.	Enter the Position Number in the Position Number field. 
	The Work Location page refreshes and the remaining Position Data populates based upon the selected Position Number. Review the information. If the position details are not correct, cancel the transaction and make corrections to the position before assigning the employee to the position. For further information pertaining to updating Position Data, see the Job Aid titled HR351 Managing Position Data located on the Cardinal website in Job Aids under Learning.

Step	Action
14.	If the Position Data is correct, click the Job Information tab. 
The Job Information page displays. 	
15.	Click the Employee Class dropdown button and select the applicable employee classification. 
	For further information on selecting the appropriate employee class, see the Job Aid titled HR351 Employee Class Overview located on the Cardinal website in Job Aids under Learning.



Human Resources Job Aid

HR351 Completing a Rehire

Step	Action
16.	Click the Salary and Compensation tab. Work Location Visited Job Information Visited Salary and Compensation Visited Payroll Not Started Employment Data Not Started Benefit Program Not Started Validate Not Started Summary Not Started

The **Salary and Compensation** page displays.

Salary and Compensation

Effective Date 07/28/2026Effective Sequence 0

Salary Plan

Salary Admin PlanSWStatewide

Grade5Statewide Salary Grade 5

Step

Includes Wage Progression Rule

Grade Entry Date07/28/2026

Step Entry Date

Compensation

Compensation Rate 2,083.333333*Frequency Semimonthly

> Comparative Information

> Pay Rates

Default Pay Components

Pay Components

1 row

AmountControlsChangesConversionShow All

*Rate Code 1↓	Seq 1↓	Compensation Rate 1↓	Currency 1↓	Frequency 1↓	Percent 1↓
STATE	0	50,000.000000	USD	A	

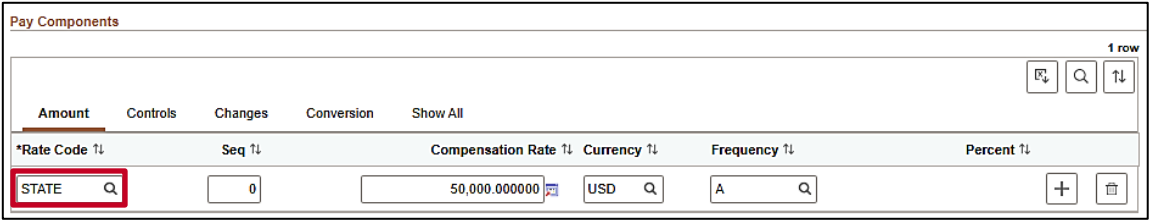
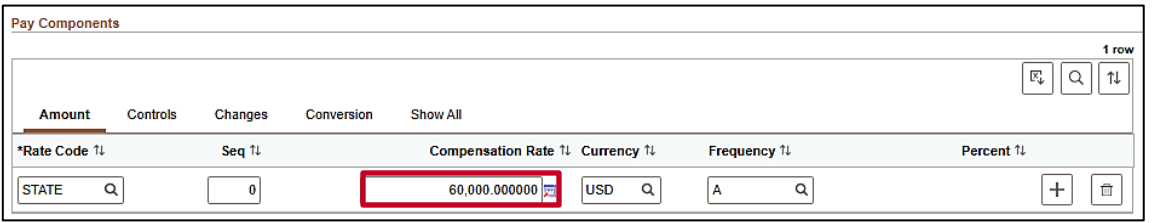
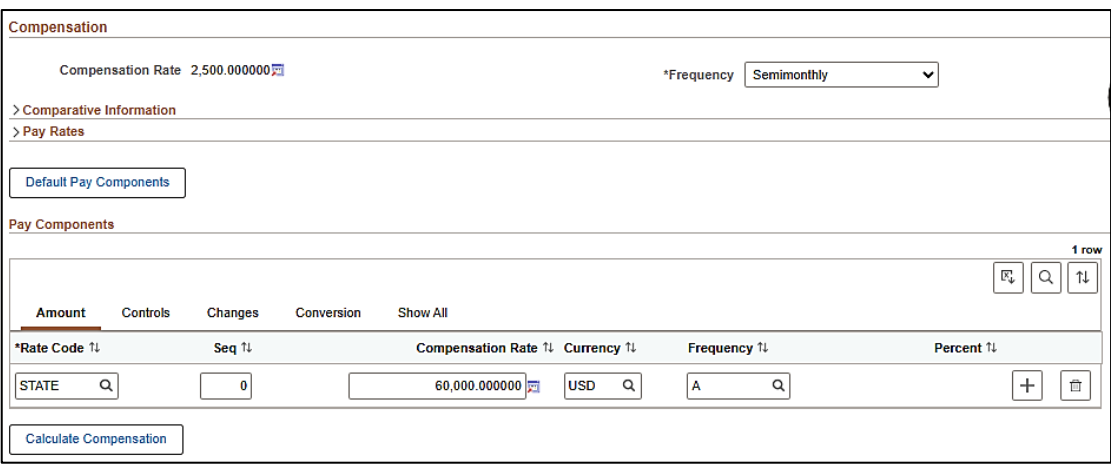
Calculate Compensation



Human Resources Job Aid

HR351 Completing a Rehire

Step	Action
17.	Review the Salary Plan section. If the salary plan information is incorrect, cancel the transaction, confirm job code accuracy, and make corrections on the position record before assigning the employee to the position. Salary and Compensation Effective Date 07/28/2026Effective Sequence 0 Salary Plan Salary Admin PlanSWStatewide Grade5Statewide Salary Grade 5 StepStep Entry Date Includes Wage Progression Rule
	For further information on updating Position Data, see the Job Aid titled HR351 Managing Position Data located on the Cardinal website in Job Aids under Learning .
18.	Scroll down to the Compensation section. Compensation Compensation Rate 2,083.333333*Frequency Semimonthly > Comparative Information > Pay Rates Default Pay Components Pay Components 1 row AmountControlsChangesConversionShow All *Rate CodeSeqCompensation RateCurrencyFrequencyPercent STATE050,000.000000USDAS Calculate Compensation
19.	Click the Frequency dropdown button and select the applicable pay frequency. *Frequency Semimonthly
20.	Click the Default Pay Components button. Default Pay Components

Step	Action
21.	In the Pay Components section, click the Rate Code Look up icon and select the applicable rate code. 
22.	Enter the applicable compensation amount in the Compensation Rate field as either an annual or hourly compensation amount. 
	The Currency will always be “USD” and the Frequency field defaults based on the Rate Code selected. Do not update these fields.
23.	Click the Calculate Compensation button. 
The Pay Components section refreshes, and the applicable compensation fields above populate. 	

Step	Action
24.	Click the Payroll tab. Work Location Visited Job Information Visited Salary and Compensation Visited Payroll Visited Employment Data Not Started Benefit Program Not Started Validate Not Started Summary Not Started

The **Payroll** page displays.

Payroll

Effective Date

07/28/2026

Effective Sequence

0

*Payroll System

Payroll for North America ▼

Absence System

Absence Management ▼

Payroll for North America

Pay Group

SM1

Semimonthly Class (SATFRI07)

Employee Type

S

Salaried

Holiday Schedule

HOLSAL

Sal.HolSch

Tax Location Code

015

Augusta

GL Pay Type

FICA Status

Subject ▼

Combination Code

Edit ChartFields

Absence Management System

Pay Group

SM1

Semi-monthly Classified

Eligibility Group

VSDPELGGRP

VSDP Eligibility Group

Exchange Rate Type

Use Rate As Of

Setting

Use Pay Group Eligibility

☐

Use Pay Group Rate Type

☒

Use Pay Group As Of Date

☒



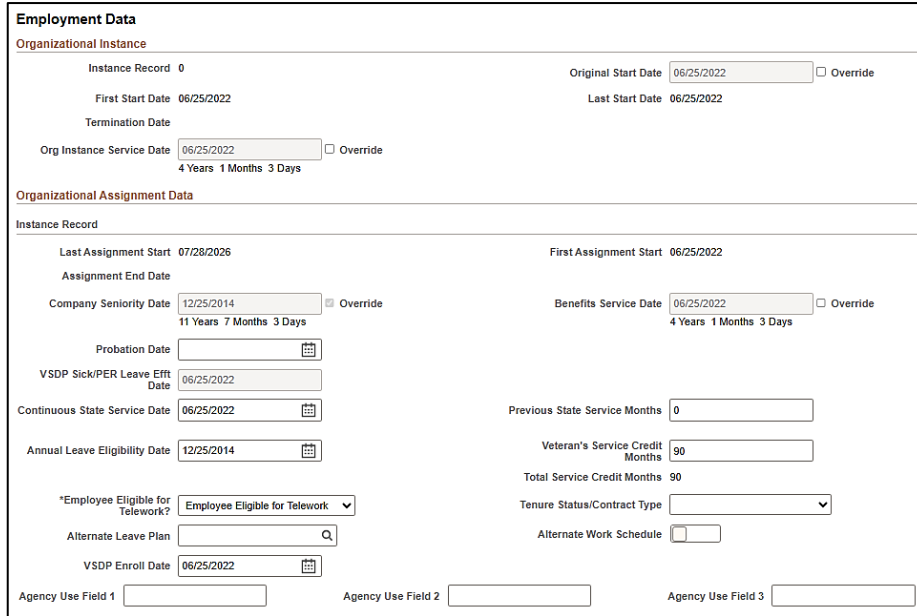
The **Payroll System** defaults to “Payroll for North America”. Do not change.

*Payroll System **Payroll for North America ▼**

Step	Action
25.	Confirm the accuracy of the Absence System field. If the employee is a wage employee or the Agency does not use Cardinal Absence Management, the Absence System field should display "Other". If the employee is a salaried employee and the Agency uses Cardinal Absence Management, the field should display "Absence Management". Absence System Other Absence System Absence Management
26.	Click the Pay Group Look up icon and select the applicable Pay Group within the Payroll for North America section. Payroll for North America Pay Group SM1 Semimonthly Class (SATFRI07) Employee Type S Salaried Tax Location Code 015 Augusta GL Pay Type Edit ChartFields Holiday Schedule HOLSAL Sal.HolSch FICA Status Subject Combination Code
	The Employee Type and Holiday Schedule fields default based on the Pay Group selection.
27.	Click the Tax Location Code Look up icon and select the applicable tax location code. Payroll for North America Pay Group SM1 Semimonthly Class (SATFRI07) Employee Type S Salaried Tax Location Code 015 Augusta GL Pay Type Edit ChartFields Holiday Schedule HOLSAL Sal.HolSch FICA Status Subject Combination Code
	Updates made to the Tax Location Code field will update the Tax Data pages in the Payroll module. Please notify the Agency Payroll Administrator that a change was made.

Step	Action
28.	The FICA Status field defaults to “Subject” for regular Social Security and Medicare tax withholdings. Update this value to “Exempt” if the employee is exempt from both Social Security and Medicare tax withholdings or “Medicare only” if the employee is only subject to Medicare tax withholdings. Payroll for North America Pay Group SM1 Q Semimonthly Class (SATFRI07) Employee Type S Q Salaried Holiday Schedule HOLSAL Q Sal.HolSch Tax Location Code 015 Q Augusta GL Pay Type FICA Status Subject v Edit ChartFields Combination Code
	The Absence Management System section only displays if “Absence Management” is selected in the Absence System field above. Absence Management System Pay Group SM1 Q Semi-monthly Classified Eligibility Group VSDPELGGRP Q VSDP Eligibility Group Exchange Rate Type Q Use Rate As Of Setting Use Pay Group Eligibility ☐ Use Pay Group Rate Type ☒ Use Pay Group As Of Date ☒
29.	Select the same Pay Group in the Pay Group field within the Absence Management System section as was selected in the Pay Group field within the Payroll for North America section if the Pay Group is not auto-populated. Absence Management System Pay Group SM1 Q Semi-monthly Classified Eligibility Group VSDPELGGRP Q VSDP Eligibility Group Exchange Rate Type Q Use Rate As Of Setting Use Pay Group Eligibility ☐ Use Pay Group Rate Type ☒ Use Pay Group As Of Date ☒

Step	Action
30.	Click the Eligibility Group Look up icon and select the applicable eligibility group. Absence Management System Pay Group SM1 Q Semi-monthly Classified Exchange Rate Type Q Eligibility Group VSDPELGGRP Q VSDP Eligibility Group Use Rate As Of Setting Use Pay Group Eligibility ☐ Use Pay Group Rate Type ☒ Use Pay Group As Of Date ☒
	For further information on selecting the correct eligibility group, see the Job Aid titled TA374 Absence Management Leave Types and Eligibility located on the Cardinal website in Job Aids under Learning.
31.	De-select the Use Pay Group Eligibility field toggle. Absence Management System Pay Group SM1 Q Semi-monthly Classified Exchange Rate Type Q Eligibility Group VSDPELGGRP Q VSDP Eligibility Group Use Rate As Of Setting Use Pay Group Eligibility ☐ Use Pay Group Rate Type ☒ Use Pay Group As Of Date ☒
32.	Click the Employment Data tab. Work Location ● Visited Job Information ● Visited Salary and Compensation ● Visited Payroll ● Visited Employment Data ● Visited Benefit Program ○ Not Started Validate ○ Not Started Summary ○ Not Started

Step	Action
	The Employment Data page displays. 
	For a detailed description of the date fields on the Employment Data page, refer to the Job Aid titled HR351 Managing Service Dates and Breaks in Service located on the Cardinal website in the Job Aids under Learning.
33.	Select the date probation ends for the employee using the Probation Date Calendar icon in the Instance Record section under Organizational Assignment Data if applicable. 
34.	Review the Continuous State Service Date field and update as needed. Note: This field is shared across all employee records, and is used to determine eligibility for legislative pay increases for all salaried employees, as well as severance and benefits at layoff for VPA covered employees, if applicable. 
35.	Review the Annual Leave Eligibility Date field and update as needed. Note: This field must be populated for all VPA covered employees and salaried employees for Agencies that use Cardinal's Absence Management. The Company Seniority Date field auto-populates from the Annual Leave Eligibility Date field. 

Step	Action
36.	Select the applicable value for the Employee Eligible for Telework? field using the dropdown button provided. *Employee Eligible for Telework? Employee Eligible for Telework ▼
	For further information on selecting telework options, see the Job Aid titled HR351 Managing Employee Teleworker Data located on the Cardinal website in Job Aids under Learning.
	If the Agency does not use Cardinal Absence Management, the Alternate Leave Plan field must be completed based on the employee's leave plan (e.g., VSDP Elig Group) in order for the employee to have a complete Total Compensation statement in Cardinal Employee Self-Service (ESS). If the Agency does not use Cardinal Absence Management or ESS/Total Compensation Statement, the COV system of record (Cardinal) must still incorporate the employee's leave plan. Therefore, this field must be completed. Alternate Leave Plan
37.	Enter the enrollment date in the VSDP Enroll Date field. This field is provided to VNAV and is used by the VSDP vendor to determine the original program enrollment date. A rehire will have a one-year waiting period for VSDP enrollment. After the waiting period, the original VSDP enrollment date will apply with their program eligibility. HR Analysts should refer to program rules and confer with DHRM and/or VRS if this effective date is not clear. VSDP Enroll Date 07/28/2027
38.	The Previous State Service Months field is used when there is a break in service. Enter the Previous State Service Months using the Managing Service Dates Calculator. If this information is not available at the time of rehire, this information can be entered later. Note: To download the calculator, and for more information on managing service dates and breaks in service, see the Job Aids titled HR351 Managing Service Dates Calculator and HR351 Managing Service Dates and Breaks in Service, located on the Cardinal website in Job Aids under Learning. Previous State Service Months 0 Veteran's Service Credit Months 90 Total Service Credit Months 90

Step	Action
39.	Enter the months of veteran's service in the Veterans Service Credit Months field, if applicable. Previous State Service Months 0 Veteran's Service Credit Months 90 Total Service Credit Months 90
	The annual leave accrual is determined by using state service and veteran's service in the military, National Guard, or Reserves. The Total Service Credit Months field is a read-only field. It is auto-populated as the sum of the veteran's service credit months and the previous state service months. It is used to determine the annual leave eligibility date when there is a break in service or veteran's service applies.
40.	Click the Benefit Program tab. Work Location ● Visited Job Information ● Visited Salary and Compensation ● Visited Payroll ● Visited Employment Data ● Visited Benefit Program ● Visited Validate ○ Not Started Summary ○ Not Started



Step	Action
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The **Benefit Program** page displays.

Benefit Program

Benefit Record Number 0
Effective Date 07/28/2026
Effective Sequence 0

*Benefits System Benefits Administration

Benefits Employee Status Active

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 OEC

OE State

Eligible Field 1 HBY0050

Eligible Field 2 181001000

Eligible Field 3 Y

Eligible Field 4

Eligible Field 5

Eligible Field 6 30181

Eligible Field 7

Eligible Field 8 12-24

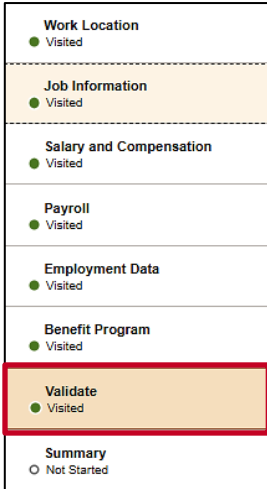
Eligible Field 9 SF-GB

Benefit Program Participation Details

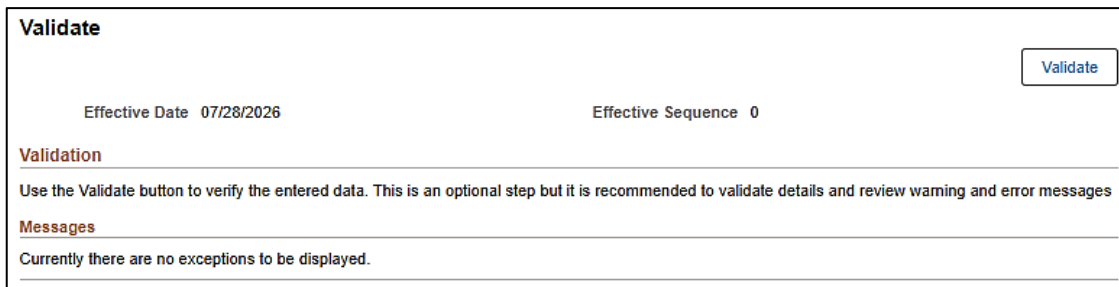
1 row

Effective Date ↑↓	Benefit Program ↑↓	Currency Code ↑↓	Description ↑↓
06/25/2022	SAL	USD	Salaried Employee Benefit Pgm

Step	Action				
41.	Review the Benefits Administration Eligibility section. The eligibility fields will default from the previous row of Job Data. Update Eligibility Fields 2, 3, 8, and 9 as needed using the following information: • Eligible Field 2 – update to 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 – this field is required for PY/TA Agencies: ➢ Select “Y” if the employee enters their own time (gives employee edit access to their timesheet) ➢ Select “N” or leave blank if time is entered by a Timekeeper or loaded through an interface (gives employee read-only access to their timesheet) • Eligible Field 8 – update as needed: select the applicable pay frequency (e.g., salaried is “12-24” and hourly is “12-26”). • Eligible Field 9 – update as needed: 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 OEC Q OE State Eligible Field 1 HBY0050 Eligible Field 2 181001000 Q Eligible Field 3 Y Q Eligible Field 4 Q Eligible Field 5 Q Eligible Field 6 30181 Eligible Field 7 Q Eligible Field 8 12-24 Q Eligible Field 9 SF-GB Q <tr><td>42.</td><td> Review the Benefits Program Participation Details section and validate it for accuracy. Benefit Program Participation Details 1 row Effective Date ↑↓ Benefit Program ↑↓ Currency Code ↑↓ Description ↑↓ 06/25/2022 SAL USD Salaried Employee Benefit Pgm </td></tr> <tr><td> i </td><td> For further information on the Eligibility Configuration valid values, refer to the Job Aid titled BN361 Overview of the Eligibility Configuration Fields located on the Cardinal website in Job Aids under Learning. </td></tr>	42.	Review the Benefits Program Participation Details section and validate it for accuracy. Benefit Program Participation Details 1 row Effective Date ↑↓ Benefit Program ↑↓ Currency Code ↑↓ Description ↑↓ 06/25/2022 SAL USD Salaried Employee Benefit Pgm	i	For further information on the Eligibility Configuration valid values, refer to the Job Aid titled BN361 Overview of the Eligibility Configuration Fields located on the Cardinal website in Job Aids under Learning.
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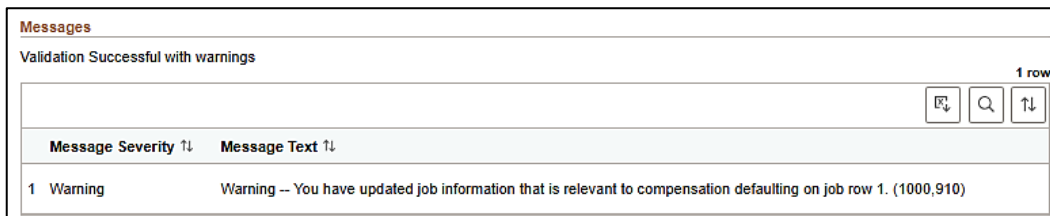
Step	Action
43.	Click the Validate tab. 

The **Validate** page displays.



44.	Click the Validate button. 
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The **Validation** page refreshes with a **Messages** section.





Step	Action
45.	Review the Messages section. 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 Messages section will display an Error message and the validation will fail). Select the Proceed with warning checkbox option if applicable.
46.	Click the Summary tab. Work Location ● Visited Job Information ● Visited Salary and Compensation ● Visited Payroll ● Visited Employment Data ● Visited Benefit Program ● Visited Validate ● Visited Summary ● Visited

The **Summary** page displays.

[< Previous](#) [Submit](#)

Summary

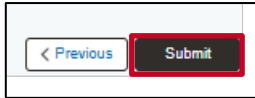
Effective Date 07/28/2026 Effective Sequence 0

Summary of Changes

Field Label	Proposed Information	Current Information
Position Number ●	DLI00095	DLI00072
HR Status ●	Active	Inactive
Payroll Status ●	Active	Terminated
Reports To ●	DLI00100-Regional Safety Director	DLI00513-Regional Health Director
Reports To Manager ●		
Compensation Rate ●	2,500.000000	2,083.333333
Rate Code	STATE	STATE
Rate Code / Compensation Rate ●	STATE / 60,000.000000	STATE / 50,000.000000
Termination Date ●	Not Available	08/22/2025
Last Date Worked ●	Not Available	08/22/2025

Changes Made ●

Step	Action
47.	Review the Summary of Changes section, and then click the Submit button.



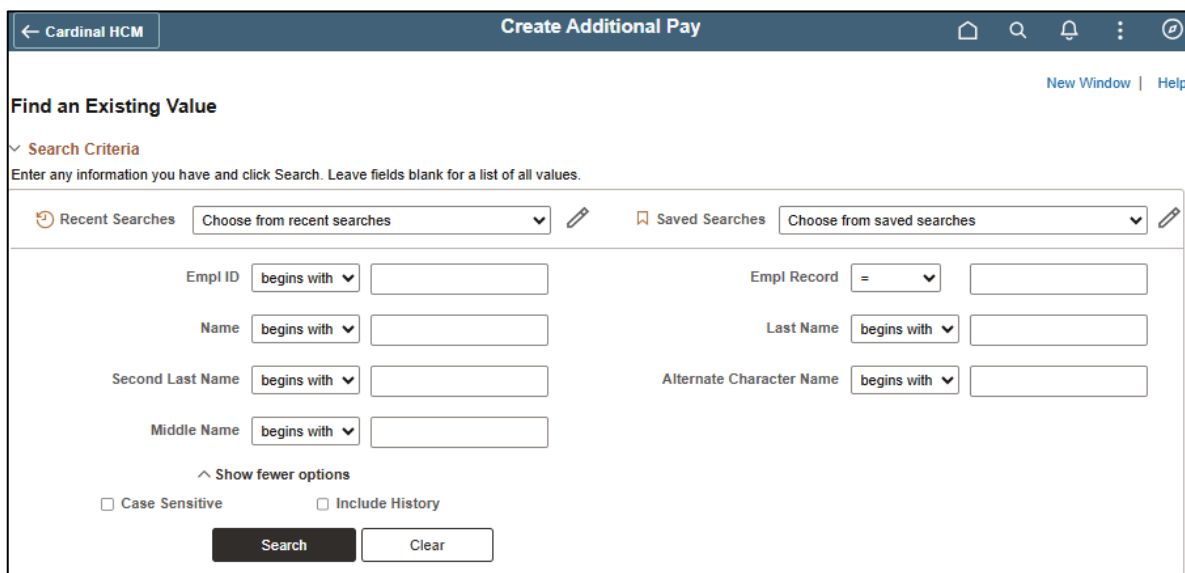
The **Submit Confirmation** page displays.

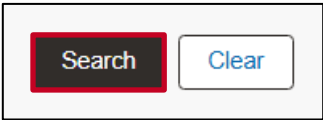


48.	Navigate to the Modify Person page to update the employee's personal information which includes name, address, phone and email address. For further information on updating personal information, refer to the Job Aid titled HR351 Viewing and Modifying Personal Data located on the Cardinal website in Job Aids under Learning .
49.	Navigate to the Additional Pay page using the following path: NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

The **Create Additional Pay Find an Existing Value Search** page displays.

Scenario: The employee was rehired with an effective date of 07/28/2026. Ensure that there are no additional pay transactions with an end date later than 07/28/2026 or with no end date.



Step	Action
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages . This Job Aid is located on the Cardinal website in Job Aids under Learning .
50.	Enter the rehired employee's Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. 
51.	Select the Include History checkbox option. 
52.	Click the Search button. 

Step	Action
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The **Create Additional Pay** page displays.

Create Additional Pay

JONATHAN DOE Employee Empl ID Empl Record 0

Additional Pay

1 of 1 View All

*Earnings Code

VRS Contribution Base

Effective Date

Effective Date

Payment Details

1 of 1 View All

*Addl Seq Nbr

End Date

Rate Code

Reason

Earnings

Hours

Goal Amount

Hourly Rate

Sep Check Nbr

Goal Balance

☒ OK to Pay

☐ Disable Direct Deposit

☐ Prorate Additional Pay

Applies To Pay Periods

☒ First ☒ Second ☐ Third ☐ Fourth ☐ Fifth

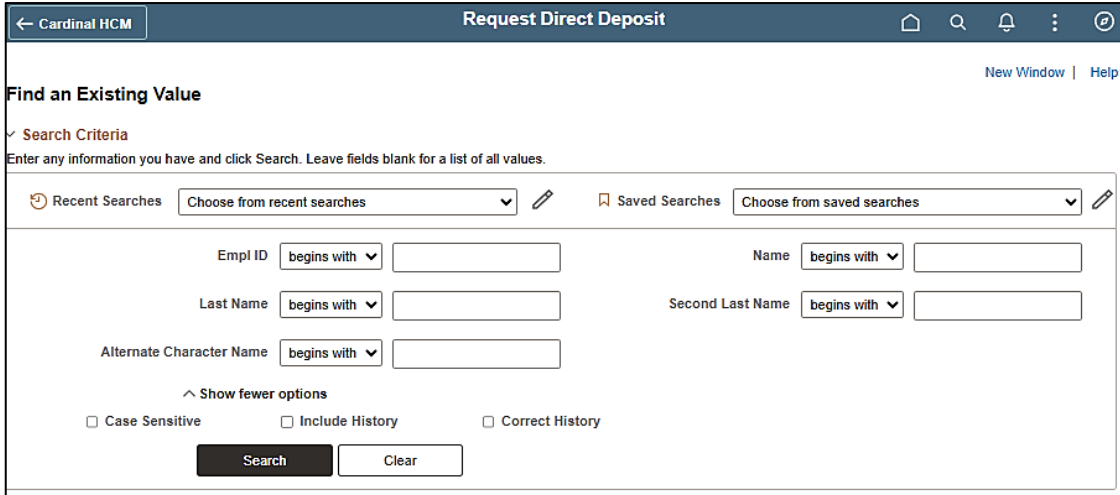
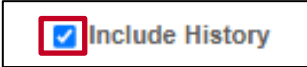
> Job Information

> Tax Information

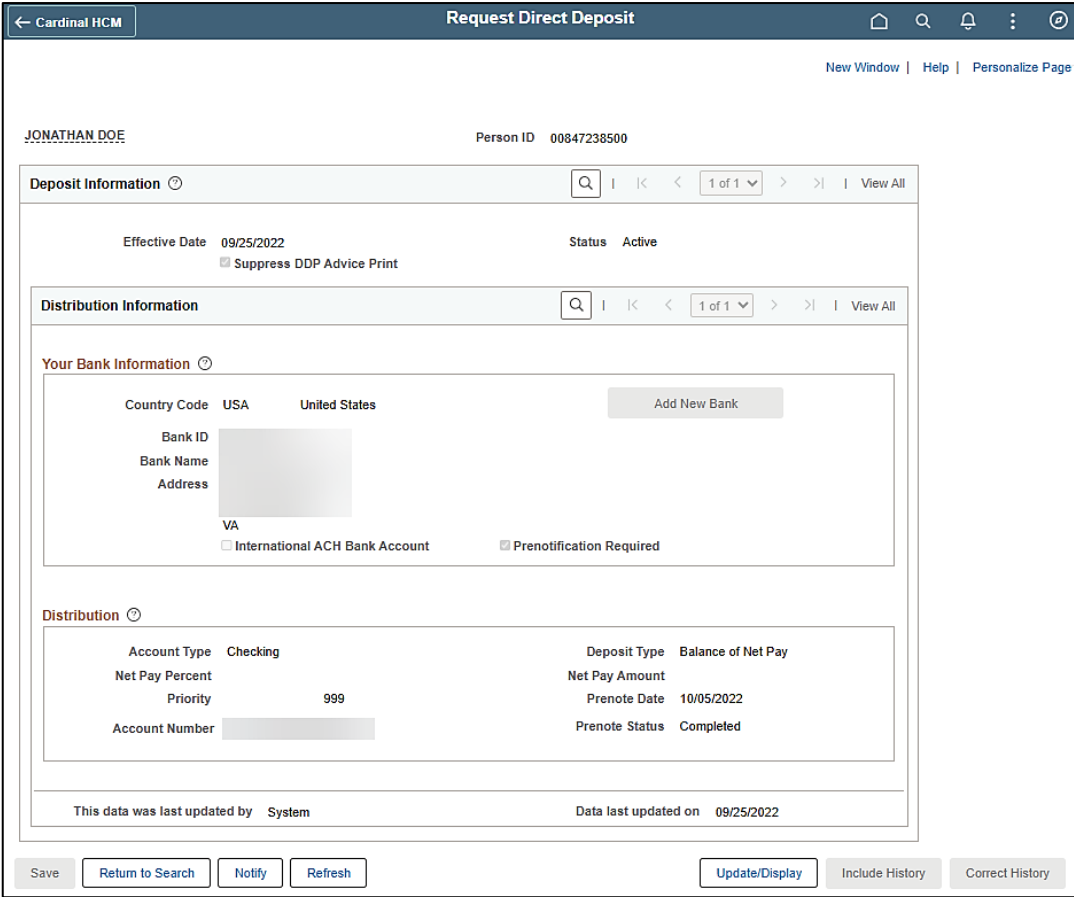
Save Return to Search Notify Refresh

Update/Display Include History

53.	Verify that there are no active additional pay transactions that will be in effect after the rehire effective date for the employee. In this example, the end date of "08/31/2025" is prior to the rehire effective date. Therefore, no action is needed. If there was no end date or an end date after the rehire effective date, a transaction should be entered to stop the Additional Pay.
	To stop an Additional Pay transaction, refer to the Job Aid titled HR351 Processing Additional Pays located on the Cardinal website in Job Aids under Learning .
54.	For Agencies using Cardinal Payroll, navigate to the Request Direct Deposit page using the following path: NavBar > Menu > Payroll for North America > Employee Pay Data USA > Request Direct Deposit

Step	Action
The Request Direct Deposit Find an Existing Value Search page displays. 	
	The Request Direct Deposit page is a Read Only page available under the HR Administrator role. For more information pertaining to viewing the Direct Deposit page, see the Viewing the Direct Deposit Page section of the Job Aid titled PY382 Reviewing the Payroll Read Only Pages located on the Cardinal website in Job Aids under Learning.
55.	Enter the rehired employee's Employee ID in the Empl ID field. 
56.	Select the Include History checkbox option. 
57.	Click the Search button. 



Step	Action
	The Request Direct Deposit page displays for the employee. 
58.	Review the previous Direct Deposit information and verify it matches the rehire paperwork.
59.	If the Direct Deposit information differs from the Direct Deposit form provided by the employee during onboarding, the HR Administrator must reach out to the Agency Payroll Administrator promptly to have the Direct Deposit information updated in Cardinal prior to Payroll certification.
60.	Continue to the Agency Next Steps After Entering the Rehire section of this Job Aid.

Agency Next Steps After Entering the Rehire

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

- For further information on entering citizenship information, updating Personal Data and telework agreement, see the Job Aids titled **HR351 Viewing and Modifying Personal Data** and **HR351 Managing 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 Catalogs** under **Resources**.

Communicate with the employee to update state and federal withholding forms, direct deposit elections, etc. per established business practices. If the tax withholding paper 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 Agency Benefits Administrators 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 pertaining to assigning work schedules, see the Job Aid titled **TA Maintaining Employee Work Schedules** located on the Cardinal website in **Job Aids** under **Learning**.