

Overview of the Employee Position Report (EPR) Tool

The **Cardinal EPR Tool** is designed to report staffing levels by Agency based on funding types across a variety of Agencies, including executive, legislative, judicial, and independent, colleges, and universities. Core users with the Cardinal V_HR_ADMINISTRATOR and/or V_HR_EPR ONLY roles have access to the EPR tool and associated queries/reports.

The EPR Tool provides a snapshot view of staff levels by factoring in several categories, as detailed in this Job Aid. Within this staffing rollup, it separates data into Full-Time Equivalent (FTE) and Headcount. Additionally, it separates staff levels by General Fund (GF) vs Non-General Fund (NGF) sources and Restricted vs Non-Restricted filled positions. For wage sections, restricted vs. non-restricted is not applicable, as all wage positions are considered temporary.

The EPR uses retrospective monthly reporting, meaning that data used for these reports is generated for the previous month after it has ended. The EPR Tool includes a program that runs in Cardinal on the first business day of each month using an "as of" date, capturing a snapshot of active Job Data as of the last day of the prior month. Only jobs that are HR = Active (A), (Payroll Status= A-Active, L-Leave of Absence, P-Leave with Pay, S-Suspended) as of this date are captured and used to roll-up totals published to the EPR page.

HR Agencies' validation and certification timeframe is from the second working day thru the 25th of each month. DHRM finalizes the certification process and publishes Agency-certified totals by the last day of each month, with results from the previous month.

These public-facing, statewide reports are accessible on the DHRM website, are used by Governors' Cabinet, DPB, VITA, and other central support Agencies to determine filled position levels based on position and funding type. Therefore, Agency validation and certification that EPR totals are accurate by the 25th of each month is a critical business process.



This Job Aid provides guidance on the data rollup process of the tool, as well as steps for reviewing, updating, and certifying data. Most importantly, it includes the reports and queries Agencies should use to validate and troubleshoot data prior to certifying EPR results. Since these reports and queries are Agency-specific, collaboration within your Agency is essential.

For timely assistance, direct any questions to DHRM iHelp as soon they arise. Questions submitted on the reporting deadline day **may not be resolved** in time, which could lead to reporting gaps and potential impacts on Agency funding.

Table of Contents

Revision History	3
How EPR Tool Generates the Counts	4
Reviewing and Validating EPR Counts for Salaried Position Data	8
Determining EPR Counts for Wage Position Data	17
Certifying the EPR Tool	18
Additional Resources Regarding Employee Position Report (EPR) Tool	21



Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
2/26/2026	Updated paragraph three and added paragraph four in the Overview section to provide more specifics on data captured by the tool.
3/1/2025	Updated the screenshots of the Search pages (Section 2 , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

How EPR Tool Generates the Counts

There are a variety of reports and queries available to help verify EPR totals. To ensure accurate results, it is important to understand how the Cardinal EPR program calculates the counts. The chart below provides Agencies with guidance on the program's rules, helping to determine which populations of employees fall into each category:

EPR Page Tabs	Non-Restricted (Regular) /Restricted/ Wage (Temporary)	Funding Source	Program Code Rules
Non-Faculty	Restricted Salaried	General Fund	• Position/Department Fund is 01000, may be a distribution percentage* • Regular/Temporary Field on Job Data, which populates based on Position Data. = Restricted (X) • Employee Class Field on Job Data is one of the following CLS, AHD, LGS, ONC, OTO, SPR, UNV, VAL
		Non-General Fund	• Position/Department Fund is all codes other than 01000, may be a distribution percentage* • Regular/Temporary field on Job Data, which populates based on Position Data. = Restricted (X) • Employee Class Field on Job Data is one of the following CLS, AHD, LGS, ONC, OTO, SPR, UNV, VAL
	Unrestricted Salaried	General Fund	• Position/Department Fund is 01000, may be a distribution percentage* • Regular/Temporary field on Job Data, which populates based on Position Data = Regular (R) • Employee Class Field on Job Data is one of the following CLS, AHD, LGS, ONC, OTO, SPR, UNV, VAL



Human Resources Job Aid

HR351 EPR Tool Overview

		Non-General Fund	• Position/Department Fund is all codes other than 01000, may be a distribution percentage* • Regular/Temporary field on Job Data, which populates based on Position Data = Regular (R) • Employee Class Field on Job Data is one of the following CLS, AHD, LGS, ONC, OTO, SPR, UNV, VAL
	Wage	General Fund	• Position/Department Fund is 01000, may be a distribution percentage* • Regular/Temporary field on Job Data, which populates based on Position Data = Temporary (T) • Employee Class Field on Job Data is one of the following GNW, EMG, RJG, SFW, SIG, SSW, STU
		Non-General Fund	• Position/Department Fund is all codes other than 01000, may be a distribution percentage* • Regular/Temporary field on Job Data, which populates based on Position Data = Temporary (T) • Employee Class Field on Job Data is one of the following GNW, EMG, RJG, SFW, SIG, SSW, STU



Human Resources Job Aid

HR351 EPR Tool Overview

EPR Page Tabs	Non-Restricted (Regular) /Restricted/ Wage (Temporary)	Funding Source	Program Code Rules
Faculty	Restricted Salaried	General Fund	• Position Department Fund is 01000 or 03XXX <u>AND</u> Program (Chart field 2) code 10100-10799, may be a distribution percentage • Regular/Temporary field on Job Data, which populates based on Position Data = Restricted (X) • Employee Class Field on Job Data is one of the following APF, TNR
		Non-General Fund	• Position Department Fund is 01000 or 03XXX <u>AND</u> Program (Chart field 2) code 10800-80999, may be a distribution percentage • Regular/Temporary field on Job Data, which populates based on Position Data = Restricted (X) • Employee Class Field on Job Data is one of the following APF, TNR
	Unrestricted Salaried	General Fund	• Position Department Fund is 01000 or 03XXX <u>AND</u> Program (Chart field 2) code 10100-10799, may be a distribution percentage • Regular/Temporary field on Job Data, which populates based on Position Data = Regular (R) • Employee Class Field on Job Data is one of the following APF, TNR
		Non-General Fund	• Position Department Fund is 01000 or 03XXX <u>AND</u> Program (Chart field 2) code 10800-80999, may be a distribution percentage • Regular/Temporary field on Job Data, which populates based on Position Data = Regular (R) • Employee Class Field on Job Data is one of the following APF, TNR



Human Resources Job Aid

HR351 EPR Tool Overview

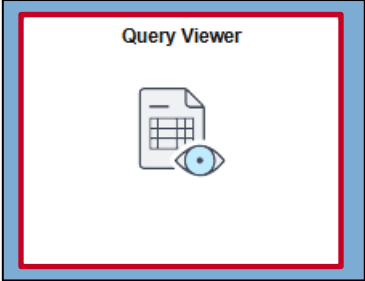
EPR Page Tabs	Non-Restricted (Regular) /Restricted/ Wage (Temporary)	Funding Source	Program Code Rules
	Wage	General Fund	• Position Department Fund is 01000 or 03XXX <u>AND</u> Program (Chart field 2) code 10100-10799, may be a distribution percentage • Employee Class Field on Job Data is one of the following GRD, FAC
		Non-General Fund	• Position Department Fund is 01000 or 03XXX <u>AND</u> Program (Chart field 2) code 10800-80999, may be a distribution percentage • Employee Class Field on Job Data is one of the following GRD, FAC

EPR Page Tabs	Non-Restricted (Regular) /Restricted/ Wage (Temporary)	Program Code Rules
Totals	MEL	Entered by DHRM based upon Appropriations Act each Fiscal Year
	Salaried Headcount	Sum of Faculty and Non-Faculty tabs: Restricted Salaried (General Fund and Non-General Fund) and Unrestricted Salaried (General Fund and Non-General Fund) Headcounts
	Salaried FTE	Sum of Faculty and Non-Faculty tabs: Restricted Salaried (General Fund and Non-General Fund) and Unrestricted Salaried (General Fund and Non-General Fund) FTEs
	Wage Headcount	Sum of Faculty and Non-Faculty tabs: Wage (General Fund and Non-General Fund) Headcounts
	Wage FTE	Sum of Faculty and Non-Faculty tabs: Wage (General Fund and Non-General Fund) FTEs
	Overall Headcount	Totals Tab: Sum of Salaried Headcount and Wage Headcount
	Overall FTE	Totals Tab: Sum of Salaried FTE and Wage FTE

Reviewing and Validating EPR Counts for Salaried Position Data

If uncertain how the calculations are derived, please see the chart – [How EPR Tool Generates the Counts](#).

Step	Action
1.	Navigate to the EPR Tool page using the following path: NavBar > Menu > Workforce Administration > EPR Tool The EPR Tool Find and Existing Value Search page displays. EPR Tool Find an Existing Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches Saved Searches Choose from saved searches Business Unit begins with ^ Show fewer options Search Clear

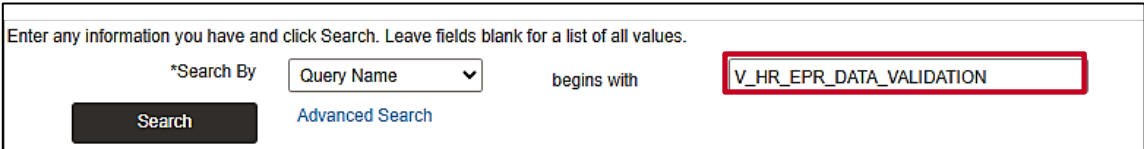
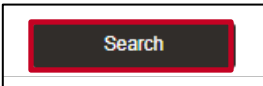
Step	Action
5.	Navigate to the Query Viewer by clicking the Query Viewer tile on the Cardinal Homepage. 

The **Query Viewer Search** page displays:

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

	Users can also access the Query Viewer using the following path: NavBar > Menu > Reporting Tools > Query > Query Viewer
6.	Enter the Query Name “V_HR_EPR_DATA_VALIDATION” in the begins with field. 
7.	Click the Search button. 

The Search Results display in the **Query** section.

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

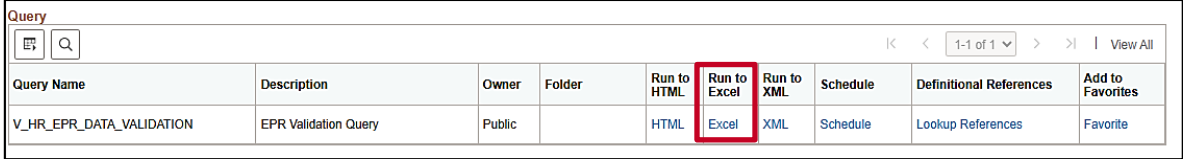
[Advanced Search](#)

Search Results

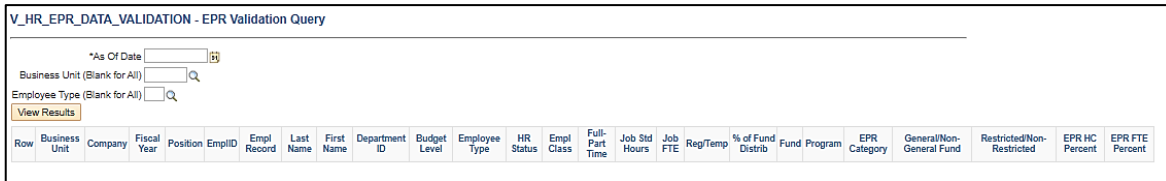
*Folder View

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_HR_EPR_DATA_VALIDATION	EPR Validation Query	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Step	Action
8.	Click the Excel link to generate the EPR Validation query in the Excel format. 

The **EPR Validation** query displays.



V_HR_EPR_DATA_VALIDATION - EPR Validation Query

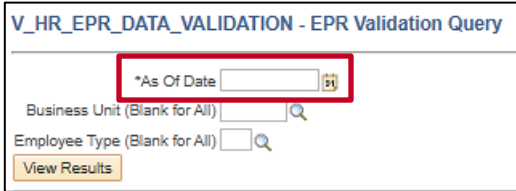
*As Of Date: [B]

Business Unit (Blank for All): [Q]

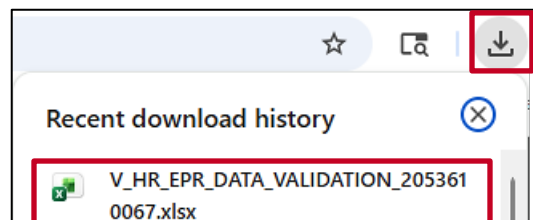
Employee Type (Blank for All): [Q]

[View Results](#)

Row	Business Unit	Company	Fiscal Year	Position	Empl ID	Empl Record	Last Name	First Name	Department ID	Budget Level	Employee Type	HR Status	Empl Class	Full-Part Time	Job Std Hours	Job FTE	Reg/Temp	% of Fund Distrib	Fund	Program	EPR Category	General/Non-General Fund	Restricted/Non-Restricted	EPR HC Percent	EPR FTE Percent

	For more information pertaining to running queries, refer to the Cardinal HCM Human Resources Reports Catalog located on the Cardinal website under Resources, the Job Aid titled NAV225 Running an HCM Query located on the Cardinal website in Job Aids under Learning, and/or the video titled Generating an HCM Query located on the Cardinal website using the following navigation path: Learning > Videos (HCM) > Core Users: Reporting Tutorials > Generating an HCM Query.
9.	Enter the desired parameters for the query within the corresponding fields. At a minimum, complete the As Of Date field. 
10.	Click the View Results button. 

Once complete, the query will populate as an Excel spreadsheet on the user's desktop.





Human Resources Job Aid

HR351 EPR Tool Overview

Step	Action
------	--------

The **EPR Validation** query displays and provides the detailed filled Position Data generating the EPR totals and should be used to confirm accuracy.

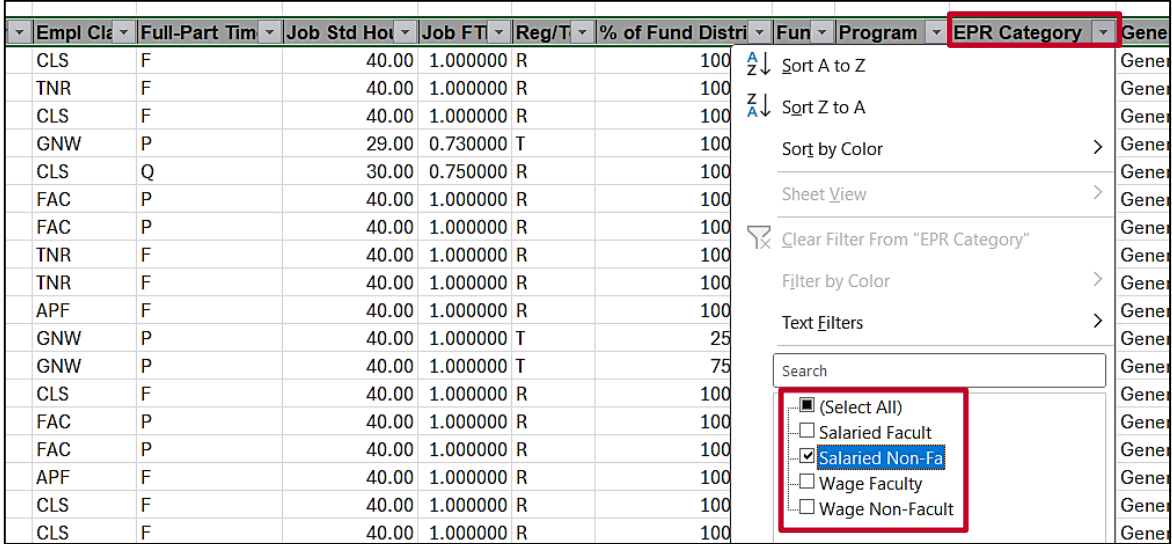
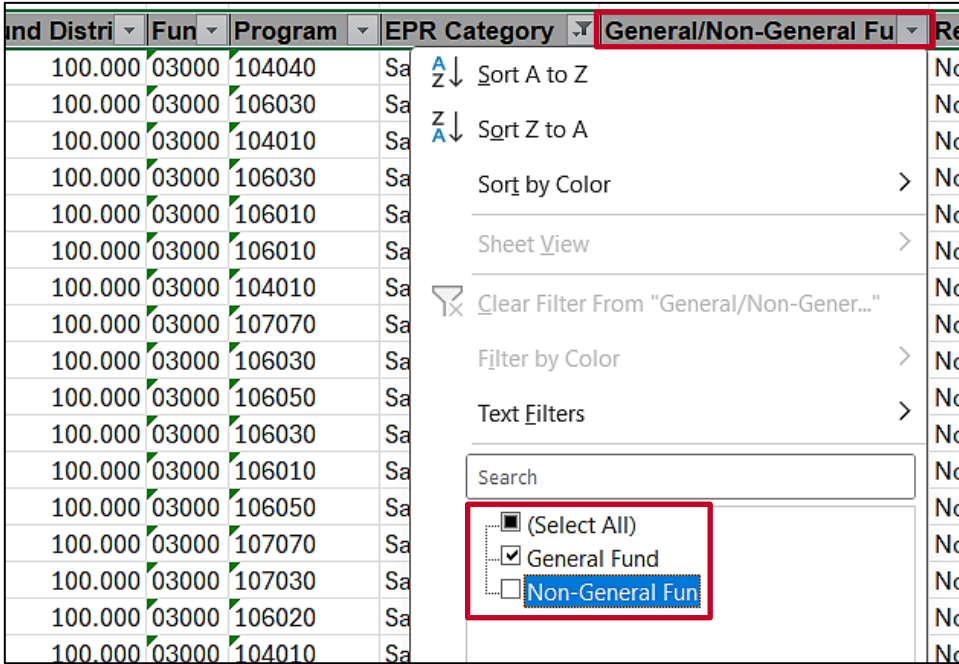
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	EPR Validation	256																
2	Business Unit	Compal	Fiscal Year	Position	EmplID	Empl Recor	Last Name	First Name	Department ID	Budget Level	Employee Typ	HR Status	Empl Class	Full-Part Time	Job Std Hours	Job FTE	Reg/Term	% of Fund Dis
3	18100	DLI	2026			0			18100	Position	S	A	CLS	F	40.00	1.000000	R	50
4	18100	DLI	2026			0			18100	Position	S	A	CLS	F	40.00	1.000000	R	50
5	18100	DLI	2026			2			18100	Position	S	A	CLS	F	40.00	1.000000	R	50
6	18100	DLI	2026			2			18100	Position	S	A	CLS	F	40.00	1.000000	R	50
7	18100	DLI	2026			0			18100	Position	S	A	CLS	F	40.00	1.000000	R	50
8	18100	DLI	2026			0			18100	Position	S	A	CLS	F	40.00	1.000000	R	50
9	18100	DLI	2026			0			18100	Position	S	A	CLS	F	40.00	1.000000	R	100
10	18100	DLI	2026			0			18100	Position	S	A	CLS	F	40.00	1.000000	R	50
11	18100	DLI	2026			0			18100	Position	S	A	CLS	F	40.00	1.000000	R	50
12	18100	DLI	2026			0			18100	Position	S	A	CLS	F	40.00	1.000000	R	50
13	18100	DLI	2026			0			18100	Position	S	A	CLS	F	40.00	1.000000	R	50
14	18100	DLI	2026			0			18100	Position	S	A	CLS	F	40.00	1.000000	R	50
15	18100	DLI	2026			0			18100	Position	S	A	CLS	F	40.00	1.000000	R	50
16	18100	DLI	2026			0			18100	Position	S	A	CLS	F	40.00	1.000000	R	50
17	18100	DLI	2026			0			18100	Position	S	A	CLS	F	40.00	1.000000	R	50
18	18100	DLI	2026			0			18100	Position	S	A	CLS	F	40.00	1.000000	R	50
19	18100	DLI	2026			0			18100	Position	S	A	CLS	F	40.00	1.000000	R	50
20	18100	DLI	2026			0			18100	Position	S	A	CLS	F	40.00	1.000000	R	100
21	18100	DLI	2026			1			18100	Position	S	A	CLS	F	40.00	1.000000	R	100
22	18100	DLI	2026			0			18100	Position	H	A	GNW	P	40.00	1.000000	R	50
23	18100	DLI	2026			0			18100	Position	H	A	GNW	P	40.00	1.000000	R	50
24	18100	DLI	2026			1			18100	Position	H	A	GNW	F	40.00	1.000000	R	100
25	18100	DLI	2026			0			18100	Position	S	A	CLS	F	40.00	1.000000	R	100

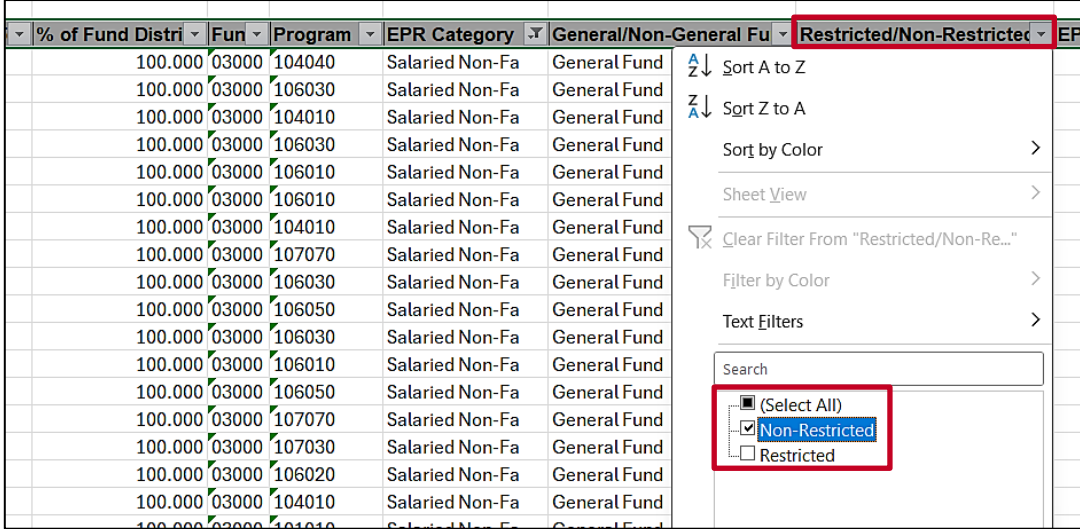
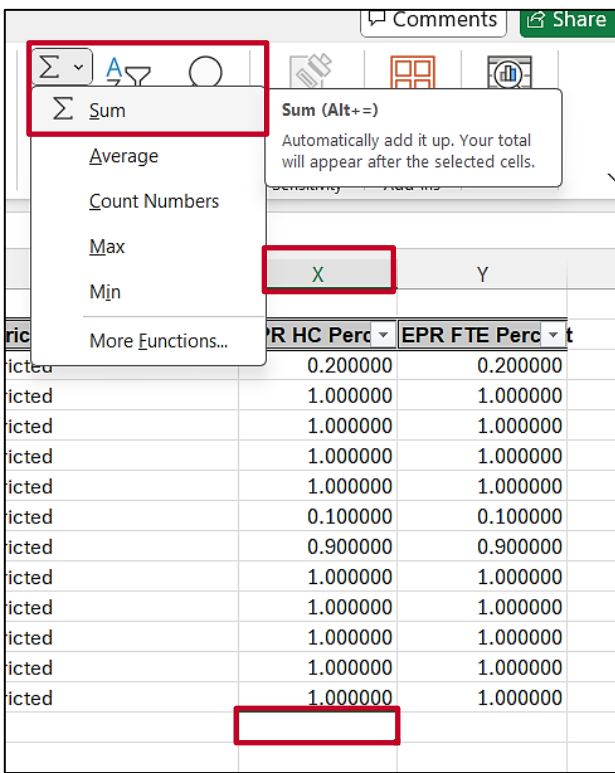
11.

Highlight **Row 2**, click the **Sort & Filter** button on the **Home** bar, and select the **Filter** option.

The screenshot shows the Microsoft Excel interface with the 'Home' ribbon selected. The 'Sort & Filter' button is highlighted with a red box. The spreadsheet data is visible below the ribbon, showing the same data as the table above.



Step	Action
12.	Filter the column headers, beginning with the first EPR Category to be validated, such as "Salaried Non-Fac". 
13.	Add another filter to focus only on the fund type to be validated. 

Step	Action
14.	Filter on the Restricted/Non-Restricted column. 
15.	Scroll over to column "X", and then to the bottom of the dataset. Click on the first empty cell, and then click the SUM button. 

Step	Action																																																		
16.	Sum the filtered column to retrieve the total Headcount for this category, fund, and position type, shown in this example as the “X” column. <table><tr><th>U</th><th>V</th><th>W</th><th>X</th><th>Y</th></tr><tr><td>Salaried Non-Fa</td><td>General Fund</td><td>Non-Restricted</td><td>1.000000</td><td>1.000000</td></tr><tr><td>Salaried Non-Fa</td><td>General Fund</td><td>Non-Restricted</td><td>1.000000</td><td>1.000000</td></tr><tr><td>Salaried Non-Fa</td><td>General Fund</td><td>Non-Restricted</td><td>1.000000</td><td>0.000000</td></tr><tr><td>Salaried Non-Fa</td><td>General Fund</td><td>Non-Restricted</td><td>1.000000</td><td>1.000000</td></tr><tr><td>Salaried Non-Fa</td><td>General Fund</td><td>Non-Restricted</td><td>1.000000</td><td>0.000000</td></tr><tr><td>Salaried Non-Fa</td><td>General Fund</td><td>Non-Restricted</td><td>1.000000</td><td>1.000000</td></tr><tr><td>Salaried Non-Fa</td><td>General Fund</td><td>Non-Restricted</td><td>1.000000</td><td>1.000000</td></tr><tr><td colspan="3"></td><td>=SUBTOTAL(9,X3:X1808)</td><td></td></tr><tr><td colspan="3"></td><td colspan="2">SUBTOTAL(function_num, ref1, [ref2], ...)</td></tr></table>	U	V	W	X	Y	Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000	Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000	Salaried Non-Fa	General Fund	Non-Restricted	1.000000	0.000000	Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000	Salaried Non-Fa	General Fund	Non-Restricted	1.000000	0.000000	Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000	Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000				=SUBTOTAL(9,X3:X1808)					SUBTOTAL(function_num, ref1, [ref2], ...)	
U	V	W	X	Y																																															
Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000																																															
Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000																																															
Salaried Non-Fa	General Fund	Non-Restricted	1.000000	0.000000																																															
Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000																																															
Salaried Non-Fa	General Fund	Non-Restricted	1.000000	0.000000																																															
Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000																																															
Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000																																															
			=SUBTOTAL(9,X3:X1808)																																																
			SUBTOTAL(function_num, ref1, [ref2], ...)																																																
17.	Move to next column, shown in this example as the “Y” column, to sum FTE. <table><tr><th>U</th><th>V</th><th>W</th><th>X</th><th>Y</th></tr><tr><td>Salaried Non-Fa</td><td>General Fund</td><td>Non-Restricted</td><td>1.000000</td><td>1.000000</td></tr><tr><td>Salaried Non-Fa</td><td>General Fund</td><td>Non-Restricted</td><td>1.000000</td><td>1.000000</td></tr><tr><td>Salaried Non-Fa</td><td>General Fund</td><td>Non-Restricted</td><td>1.000000</td><td>0.000000</td></tr><tr><td>Salaried Non-Fa</td><td>General Fund</td><td>Non-Restricted</td><td>1.000000</td><td>1.000000</td></tr><tr><td>Salaried Non-Fa</td><td>General Fund</td><td>Non-Restricted</td><td>1.000000</td><td>0.000000</td></tr><tr><td>Salaried Non-Fa</td><td>General Fund</td><td>Non-Restricted</td><td>1.000000</td><td>1.000000</td></tr><tr><td>Salaried Non-Fa</td><td>General Fund</td><td>Non-Restricted</td><td>1.000000</td><td>1.000000</td></tr><tr><td colspan="3"></td><td>=SUBTOTAL(9,X3:X1808)</td><td></td></tr><tr><td colspan="3"></td><td colspan="2">SUBTOTAL(function_num, ref1, [ref2], ...)</td></tr></table>	U	V	W	X	Y	Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000	Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000	Salaried Non-Fa	General Fund	Non-Restricted	1.000000	0.000000	Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000	Salaried Non-Fa	General Fund	Non-Restricted	1.000000	0.000000	Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000	Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000				=SUBTOTAL(9,X3:X1808)					SUBTOTAL(function_num, ref1, [ref2], ...)	
U	V	W	X	Y																																															
Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000																																															
Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000																																															
Salaried Non-Fa	General Fund	Non-Restricted	1.000000	0.000000																																															
Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000																																															
Salaried Non-Fa	General Fund	Non-Restricted	1.000000	0.000000																																															
Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000																																															
Salaried Non-Fa	General Fund	Non-Restricted	1.000000	1.000000																																															
			=SUBTOTAL(9,X3:X1808)																																																
			SUBTOTAL(function_num, ref1, [ref2], ...)																																																
18.	Compare the totals with the EPR Tool and, if correct, move back up to header column and change filters.																																																		
19.	Filter each fund and position type for both categories (if applicable) and compare with totals in the EPR Tool. The data in the spreadsheet and the EPR Tool should match.																																																		
	If the data does not match, analyze the details and look for incorrect job or position funding data populated to the spreadsheet. Review the table under the How the EPR Tool Generates the Counts section of this Job Aid to ensure that the data is analyzed correctly.																																																		
20.	Click the Faculty tab. <table><tr><td>Non-Faculty</td><td>Faculty</td><td>Totals</td></tr></table>	Non-Faculty	Faculty	Totals																																															
Non-Faculty	Faculty	Totals																																																	



Step	Action
------	--------

The **Faculty** page displays.

Non-FacultyFacultyTotals

Business Unit 18100 Dept of Labor and Industry

Employee Position Reports

Faculty

1-3 of 51

View All

Effective Date		Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE
12/31/2025	General Fund	0.00	0.00	0.00	0.00	0.00	0.00
☐ Certified?	Non-Genl Fund	0.00	0.00	0.00	0.00	0.00	0.00

Effective Date		Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE
11/30/2025	General Fund	0.00	0.00	0.00	0.00	0.00	0.00
☒ Certified?	Non-Genl Fund	0.00	0.00	0.00	0.00	0.00	0.00

Effective Date		Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE
10/31/2025	General Fund	0.00	0.00	0.00	0.00	0.00	0.00
☒ Certified?	Non-Genl Fund	0.00	0.00	0.00	0.00	0.00	0.00

Save

Return to Search

Notify

Non-Faculty | Faculty | Totals



Further analysis of General and Non-General funds, as well as positions with split funding, can be conducted by adjusting the filters accordingly. This query also provides the Program (Chartfield2) code for Faculty fund analysis purposes.

	D	R	S	T	U	V	W	X	Y
1									
2	Position	% of Fund Distri	Fund	Program	EPR Category	General/Non-General Fun	Restricted/Non-Restricted	EPR HC Perc	EPR FTE Perc
215	LWUF0284	100.000	03000	101010	Salaried Facult	General Fund	Restricted	1.000000	1.000000
278	LWUF0299	100.000	03000	101010	Salaried Facult	General Fund	Restricted	1.000000	1.000000
317	LWUF0286	100.000	03000	101010	Salaried Facult	General Fund	Restricted	1.000000	1.000000
350	LWUGA075	90.000	03020	110004	Salaried Facult	Non-General Fun	Restricted	0.900000	0.900000
351	LWUGA075	10.000	03000	101010	Salaried Facult	General Fund	Restricted	0.100000	0.100000



Agencies need to see data where position funding is split, therefore employee data will be duplicated based on that split funding as shown above. The Agency Budget Processor understands these funding differences and is a resource, if necessary.

350	LWUGA075	90.000	03020	110004	Salaried Facult	Non-General Fun	Restricted	0.900000	0.900000
351	LWUGA075	10.000	03000	101010	Salaried Facult	General Fund	Restricted	0.100000	0.100000



Determining EPR Counts for Wage Position Data

The EPR Tool generates the Wage headcount and FTE exactly the same way that Salary results are generated. However, with Wage/Temporary workforce, headcount and FTE are to be determined by and reported based on hours actually worked. Therefore, generate the Employee Position Summary Report (RHR019) in both detail and summary formats to determine actual FTE and Headcount totals based on hours worked for wage employees. Please refer to the **Cardinal HCM Human Resources Reports Catalog** which is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Step	Action
1.	After determining the Wage EPR counts, overwrite the system generated results with the true counts from the Employee Position Report. Non-Faculty Faculty Totals Business Unit 18100 Dept of Labor and Industry Employee Position Reports Non-Faculty 12/31/2025 General Fund 1.00 1.00 102.60 102.60 7.50 7.50 ☐ Certified? Non-Genl Fund 1.00 1.00 47.40 47.40 2.50 2.50 11/30/2025 General Fund 1.00 1.00 97.60 97.60 9.00 4.31 ☒ Certified? Non-Genl Fund 1.00 1.00 46.40 46.40 5.00 1.55 10/31/2025 General Fund 1.00 1.00 99.60 99.60 10.00 4.09 ☒ Certified? Non-Genl Fund 1.00 1.00 45.40 45.40 5.00 2.00

Save

Return to Search

Notify

Non-Faculty | Faculty | Totals



Certifying the EPR Tool

The final step after validating and making any necessary changes is to ensure that the **Totals** page is accurate and certify the EPR totals for the month.

Step	Action
1.	If there is updated information on the Non-Faculty and/or Faculty pages, click the Save button to populate the page and update counts accordingly on the Totals page. Save Return to Search Notify Non-Faculty Faculty Totals
2.	Click the Totals tab. Non-Faculty Faculty Totals

The **Totals** page displays.

Non-Faculty

Faculty

Totals

Business Unit 18100 Dept of Labor and Industry

Employee Position Reports

Totals

Q | | < 1-3 of 51 > > | View All

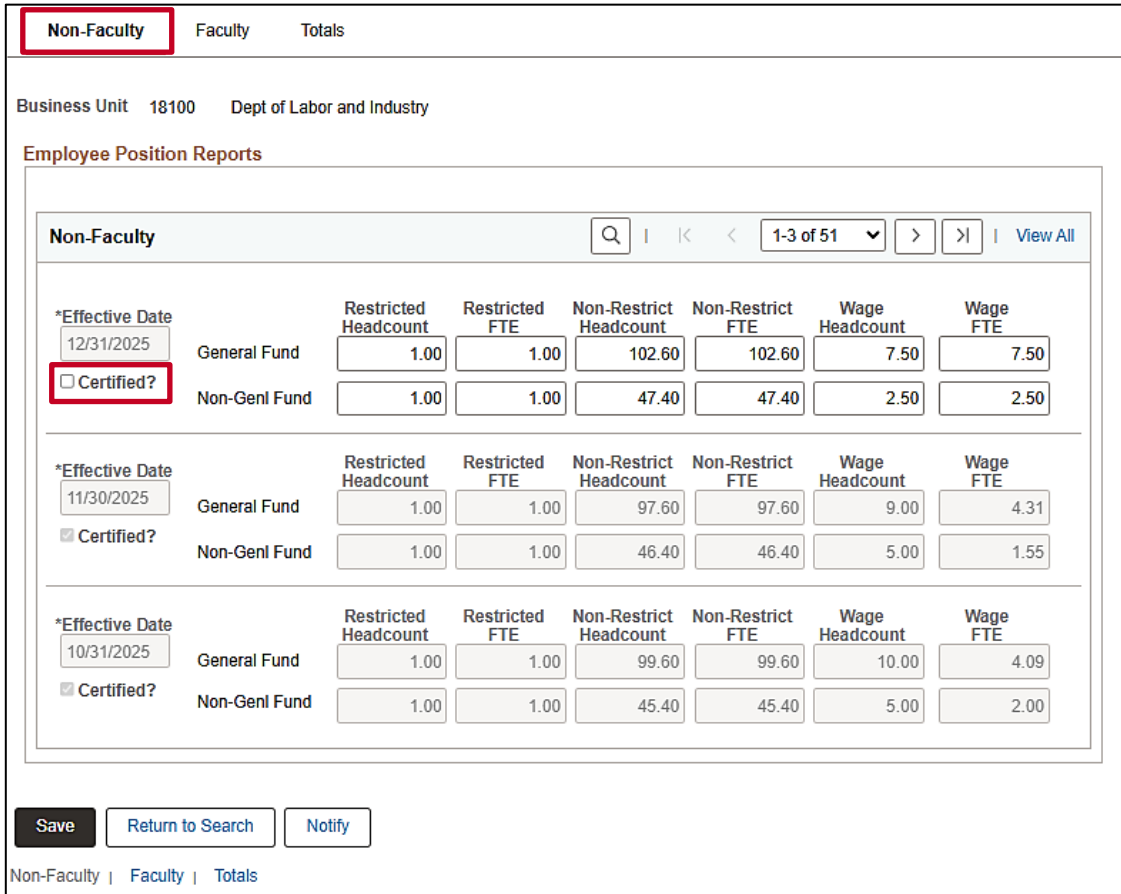
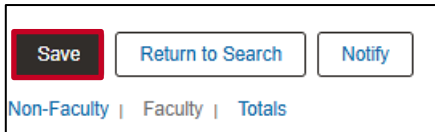
Effective Date	MEL	Salaried Headcount	Salaried FTE	Wage Headcount	Wage FTE	Overall Headcount	Overall FTE
12/31/2025 ☐ Certified?	180.00	152	152.00	10	10.00	162	162.00
11/30/2025 ☒ Certified?	180.00	146	146.00	14	5.86	160	151.86
10/31/2025 ☒ Certified?	180.00	147	147.00	15	6.09	162	153.09

Save

Return to Search

Notify

Non-Faculty | Faculty | Totals

Step	Action
	The counts from previous tabs should sum accurately in these totals. Agencies cannot certify or make updates to the Totals page. Counts on this page are automatically summed based on the counts on the previous two pages.
3.	Validate the EPR data to ensure everything is correct.
4.	Return to the Non-Faculty page and select the Certified checkbox option. 
	Selecting the Certified checkbox option will update the Certified checkbox options on all three pages.
5.	Click the Save button. 

Step	Action
	Once the data is certified and saved, the page cannot be uncertified or changed. Validate that all data is correct before clicking the Save button. If totals are certified incorrectly, please contact DHRM via iHelp@dhrm.virginia.gov .

Additional Resources Regarding Employee Position Report (EPR) Tool

Details for running each of the following reports and queries are included in the **Cardinal HCM Human Resources Reports Catalog**. The Cardinal Reports Catalogs are available on the Cardinal website under **Resources**.

- **V_HR_EPR_DATA_VALIDATION Query** – Use this query to validate that the EPR counts are accurate by category, position type, and funding type. This query provides the details and simply requires Agencies to generate, filter, sum, and compare results to the counts on the EPR Tool
- **V_HR_EPR_AUDIT Query** – Provides changes that were made to the counts within the EPR Tool. Also provides User and DATE/TIME changes were made
- **Employee Position Summary Report (RHR019)** – Hourly employees only. Used by Cardinal Payroll Agencies to determine true hourly FTE and headcount based upon actual hours wage employees work in the month. This report pulls data from paid time based on funding codes used on wage employees' timesheets. **Menu > Workforce Administration > Job Information > Reports > Employee Position Report**
- **V_HR_JOB_DATA Query** – Additional resource used to verify restricted vs. non-restricted filled positions. Used to verify salaried FTE based on FTE/Standard hours in Job Data.
- **V_HR_POSN_DFLT_EMPL_DATA Query** – Additional resource used to verify the funding sources of salaried and wage employees (general vs non-general funded at department or position level).
- **Position Summary Report (RHR471)** – May assist Agencies with verifying total filled positions at a point in time (as of xx/30/xxxx)
- **HR351 Employee Class Overview** – Provides details regarding Employee Class and interpreting Acronyms
- **HR351 Position Chart field Assignment and Update** – To assist with understanding budget fund codes and Chart fields
- **Cardinal HCM Human Resource Reports Catalog** – Provides details regarding how to generate reports and queries and when to use them