## Interface Administration Overview

This Job Aid provides information about the Employee Data Upload and Position Data Upload processes in Cardinal. It also provides common error messages from these uploads and their explanations.

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## Revision History

| Revision Date | Summary of Changes |
|---|---|
| 9/1/2026 | Updated to reflect the Cardinal System upgrades. |
| 2/11/2025 | Updated the screenshots of the Search pages. Added reference information to the **Overview of the Cardinal HCM Search Pages** Job Aid. |

## Overview of Employee Data Upload Processing Rules

For Agencies that opt to use Agency-based HR systems, the HR003 Employee Data Upload interface enables Cardinal to receive daily files containing additions and changes to employee (salary and wage) personal and job data. Upon reception, Cardinal applies necessary updates to Job Data and employee tables.

These processes support the following scenarios:

1. New hires and rehires
2. Personal Data update
3. Job Data update
4. Intra-Transfers from one position to another
5. Inter-Transfers from one Agency (company) to another
6. Termination
7. Establish and maintain Additional Pay for Temporary Pay or Military Pay
8. Enrollment into Absence Management
9. Enrollment to Benefits

Employee Data Upload files are processed through the following steps:

1. The Agency sends Personal and Job Data using a Cardinal flat file template posted on the secure Cardinal servers for processing (external system files should be placed in the Cardinal FTP server folder). Multiple files can be sent.
2. The program loads data from the file(s) to a Cardinal Staging record, and transactions are processed in order of effective date:
    a. Transactions effective dated greater than one (1) day in the future are rejected for all Business Units other than VRSRT. (e.g., a transaction with an effective date of 3/4/2026 would be accepted in a file processed on 3/3/2026, but a transaction with an effective date of 3/5/2026 would be rejected and written to the error record). Rejected transactions are included on the error record.
    b. Future effective dated transactions are only accepted from Business Unit VRSRT.
    c. If multiple data change actions (i.e., Cardinal Action = DTA) occur for an employee with the same effective date, only the first row is processed, and all other rows are rejected.
    d. Cardinal will assign a new Employee ID to each new hire in the uploaded file.
    e. If the **Action** field is populated with “Rehire”, but Cardinal does not have an existing record for that employee, the interface automatically adjusts the **Action** field to “Hire” and **Reason** field to “New Hire”.

        **Note**: The interface also populates a warning message of: “Received rehire request for an employee who was not in Cardinal”.

3. Rows that fail validation rules are written to the error table and are not loaded into Cardinal.
4. The upload program will assign default values as listed below for new hires while uploading Job Data:
    a. The **Holiday Schedule** field assigns to the default Holiday Schedule associated with the Employee’s Pay Group/Company combination
    b. The **Absence System** field defaults to the Absence System associated with the Company value
    c. The **Use Paygroup Eligibility** checkbox option is always de-selected
    d. The **Absence Paygroup** field assigns to the default selection based on a mapping table
    e. The **Compensation Frequency** field defaults based upon the entry in the Paygroup
5. All invalid rows are loaded into the error table and error log.

    **Note**: Agencies should monitor their file server folder and review error reports to identify if the file submitted to Cardinal is rejected due to file level errors. Agencies should immediately transmit the corrected file. If the inbound employee file is accepted by Cardinal but has transaction level errors, all errors should be immediately corrected by the Agencies. Cardinal will process the corrected file in the next nightly batch. Errors not addressed by the payroll processing deadlines may impact employee pay and earnings distribution.

## Employee Data Upload Error Processing

There are two different rejection error levels for the **Employee Data Upload** program:

1. **File Level Error**: A file level error will occur if the file does not meet the file layout or other file requirements (e.g., corrupted file or invalid file name). If a file level error occurs, none of the transaction data in the file is uploaded into Cardinal. The file must be corrected by the Agency and re-sent to Cardinal for processing.
2. **Transaction Level Error**: A transaction level error occurs if the file is successfully processed by Cardinal (no file level errors exist), but individual transactions contain invalid values or do not meet interfacing position reporting requirements for the employee or Agency (e.g., missing required fields for a transaction). If a transaction level error occurs, only the transaction(s) with errors are rejected and all other transactions in the file are uploaded to Cardinal. The errored transaction(s) should be corrected in the Agency source system and re-sent to Cardinal or corrected manually in Cardinal by the HR Administrator.
    a. **Warnings**: The **Employee Data Upload** also contains warnings. Warnings indicate that the transaction was loaded, but additional follow-up may be needed. They can also indicate that the interface loaded a value different from what was specified in the file (e.g., the file left a field blank, and Cardinal loaded a default value). Agencies should follow up on warnings and determine if any actions are needed.

## Employee Data Upload Error Report

The **VHRR005 Employee Data Upload Error Report** can be viewed for a file after the daily batch process has run to completion. The batch process posts the report to the Report Manager in Cardinal within the Agency specific folder and to the file server for the Agencies to retrieve automatically outside of Cardinal. Reports are available in the Report Manager for 30 calendar days and on the file server for seven days.

The Reports Manager is available via the following navigation:

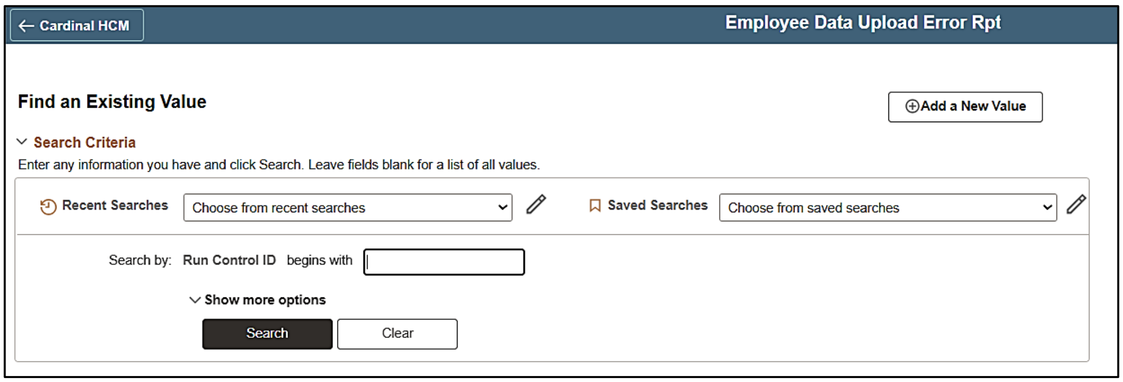
**NavBar > Menu > Reporting Tools > Report Manager**

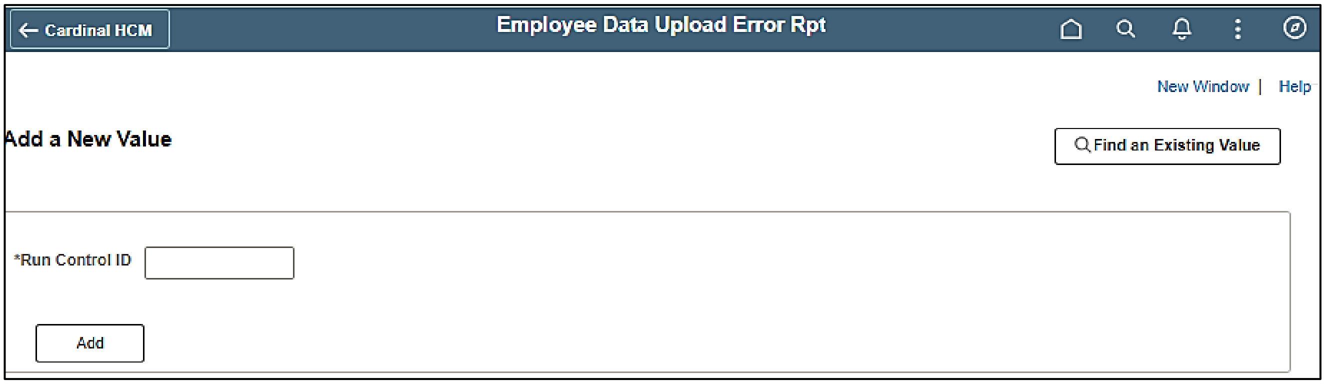
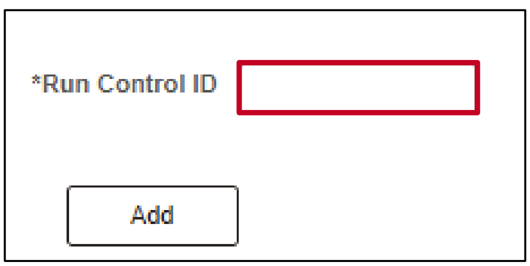
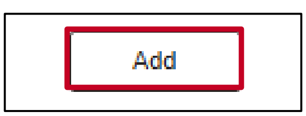
The error report can be regenerated at any time by end users. The report should be reviewed by the Agency daily or based on the frequency the Agency sends files. There are 2 options to generate this report manually:

**Option 1**: Run a standard **Employee Data Upload Error Report** - the output format is automatically generated by the system in a PDF format.

**Option 2**: Run the V_HR_Employee_Upload_Error Query - the output can be downloaded into an Excel/CSV format to enable data manipulation.

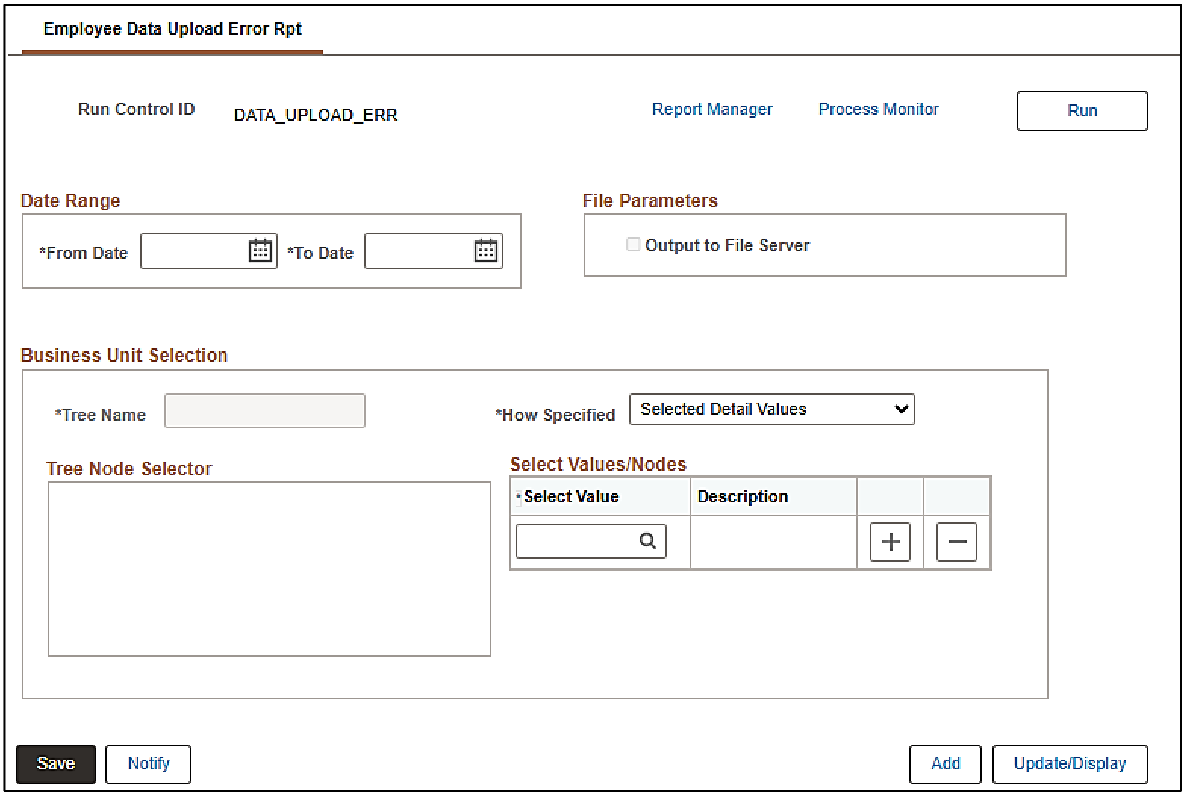
**Option 1**: The **Employee Data Upload Error Report** can be generated manually in a PDF format by completing the following steps:

| Step | Action |
|---|---|
| 1. | Navigate to the **Employee Data Upload Error Report** page using the following path:<br>**NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Data Upload Error Rpt** |
| | The **Employee Data Upload Error Rpt Find an Existing Value Search** page displays.<br> |
| | 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**. |
| | If this is not the first time generating this report, always search for and use an existing Run Control ID before creating a new one. Users cannot delete Run Control IDs once they are created and saved. The instructions provided below assume this is the first time that this report is being generated. For more information on generating reports, see the Job Aid titled **NAV225 Generating an HCM Report** located on the Cardinal website in J**ob Aids** under **Learning**. |
| 2. | Click the **Add a New Value** button.<br> |

| Step | Action |
|---|---|
| | The **Employee Data Upload Error Rpt Add a New Value** page displays.   |
| 3. | Enter a Run Control ID in the **Run Control ID** field based on the following guidelines:<br>• The Run Control ID must be unique and should be descriptive enough to help locate for future use (once created Run Control IDs cannot be deleted)<br>• Up to 30 characters are allowed<br>• No blank spaces can be used; however, an underscore can be used in lieu of spaces<br>• Do not use wildcard symbols (%)   |
| 4. | Click the **Add** button.   |

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

The **Employee Data Upload Error Report** page displays.

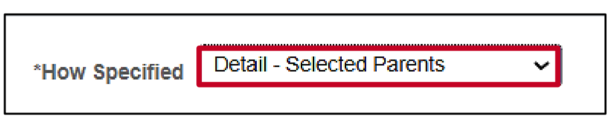



</td></tr>
<tr><td>5.</td><td>

Enter the date range for the report in the **Date Range** fields. This can be one day or several days based upon the date the files were uploaded.

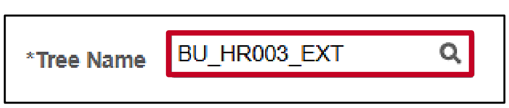

</td></tr>
<tr><td>6.</td><td>

In the ***How Specified** field, select “Detail – Selected Parents”.

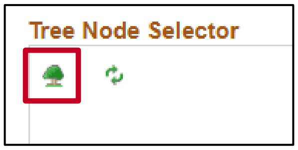
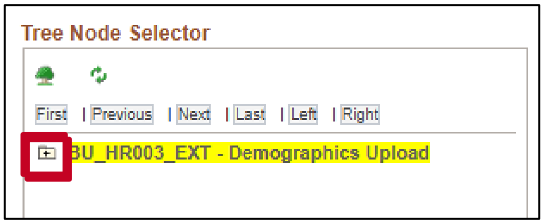
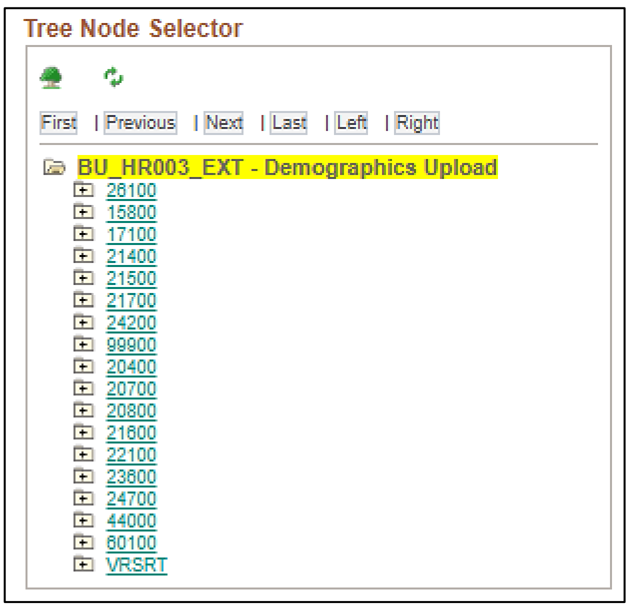
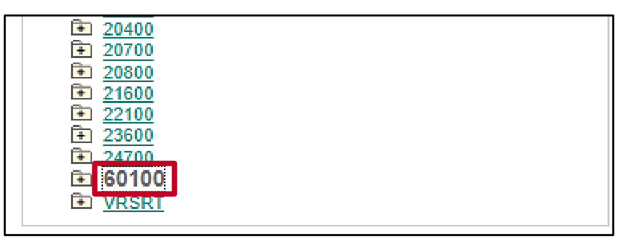


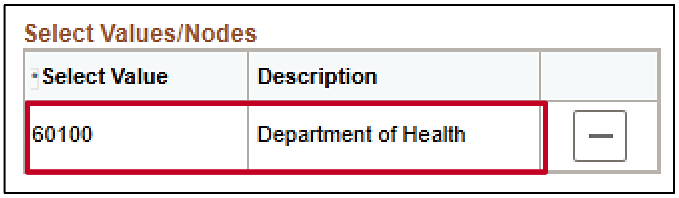
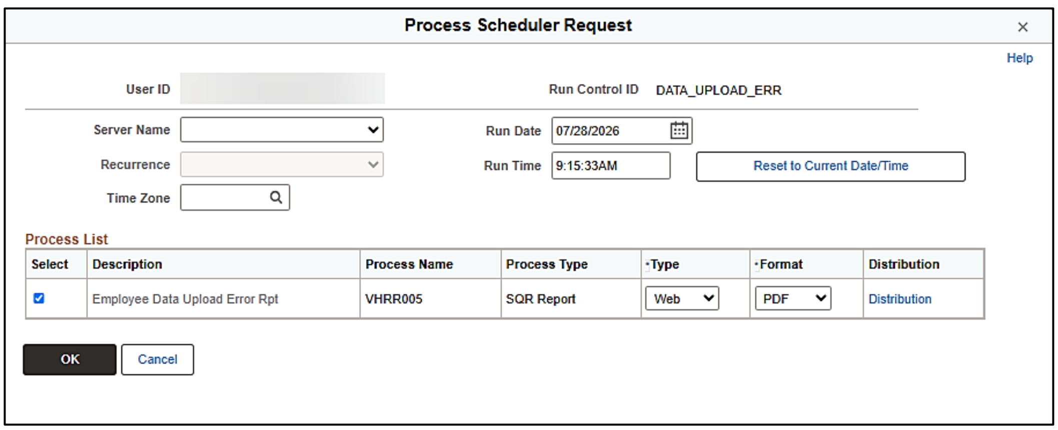
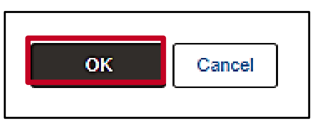

</td></tr>
<tr><td>7.</td><td>

In the ***Tree Name** field, select “BU_HR003_EXT”.



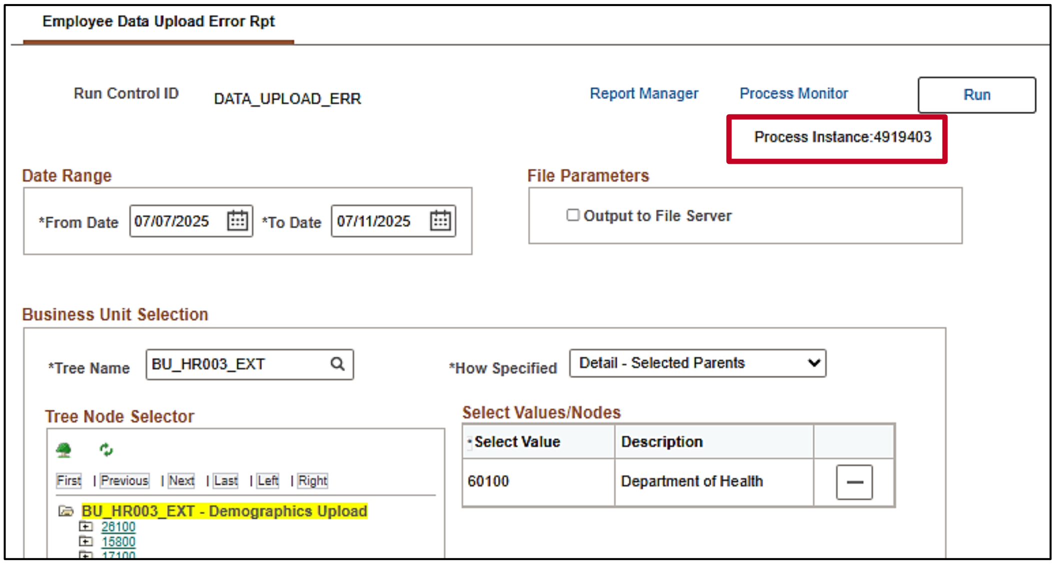

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>8.</td><td>In the Tree Node Selector, click the Tree icon.<br>

</td></tr>
<tr><td>9.</td><td>Click the Folder icon to expand the folder.<br>

</td></tr>
<tr><td colspan="2">The folder expands to list the business units (BU_HR003_EXT – Demographics Upload).<br>

</td></tr>
<tr><td>10.</td><td>Select the submitting Agency/Agencies.<br>
Note: In this example, “60100” is selected.<br>

</td></tr>
</table>

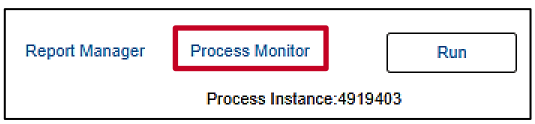
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>The *Select Value and Description is automatically populated in the Select Values/Nodes field.<br><br></td></tr>
<tr><td>11.</td><td>Click the Run button to run the report.<br><br></td></tr>
<tr><td colspan="2">The Process Scheduler Request page displays in a pop-up window.<br><br></td></tr>
<tr><td>12.</td><td>Click the OK button to send the report to the Process Scheduler.<br><br></td></tr>
</table>

| Step | Action |
|---|---|

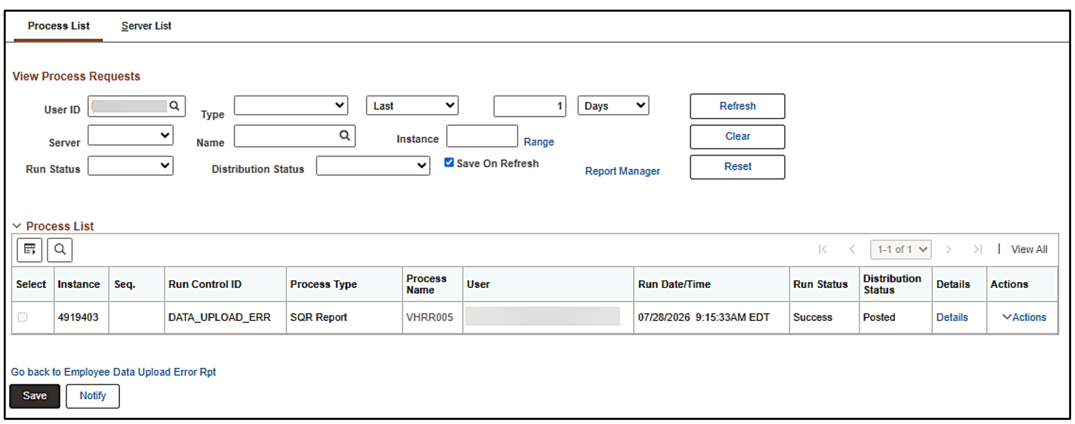
The **Employee Data Upload Error Report** page refreshes with assigned **Process Instance** number.



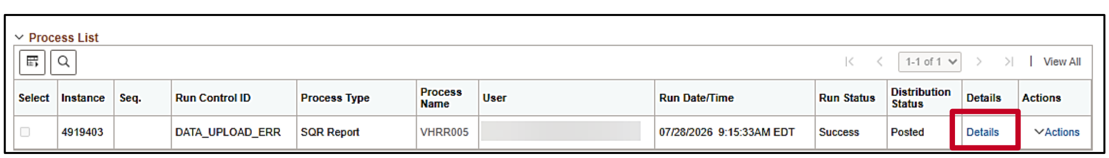

13. Click the **Process Monitor** link to view the report.



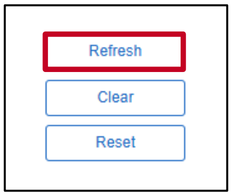

The **Process List** page displays.



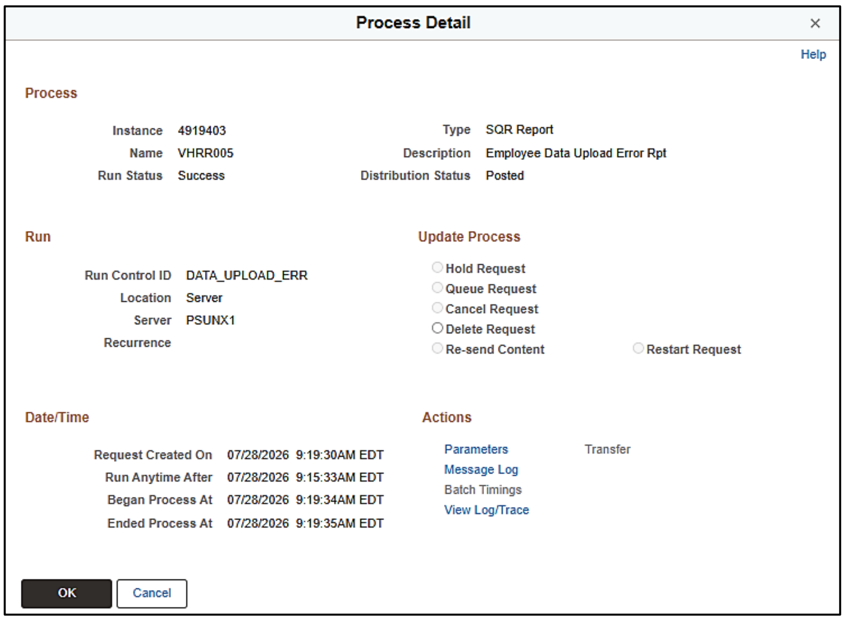

14. Once the report generates a **Run Status** of “Success” and a **Distribution Status** of “Posted”, click the **Details** link.



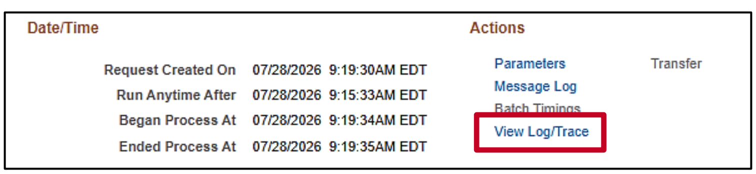
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>If a Run Status of “Success” and a Distribution Status of “Posted” does not display, click the Refresh button.



</td></tr>
<tr><td colspan="2">The Process Detail page displays in a pop-up window.



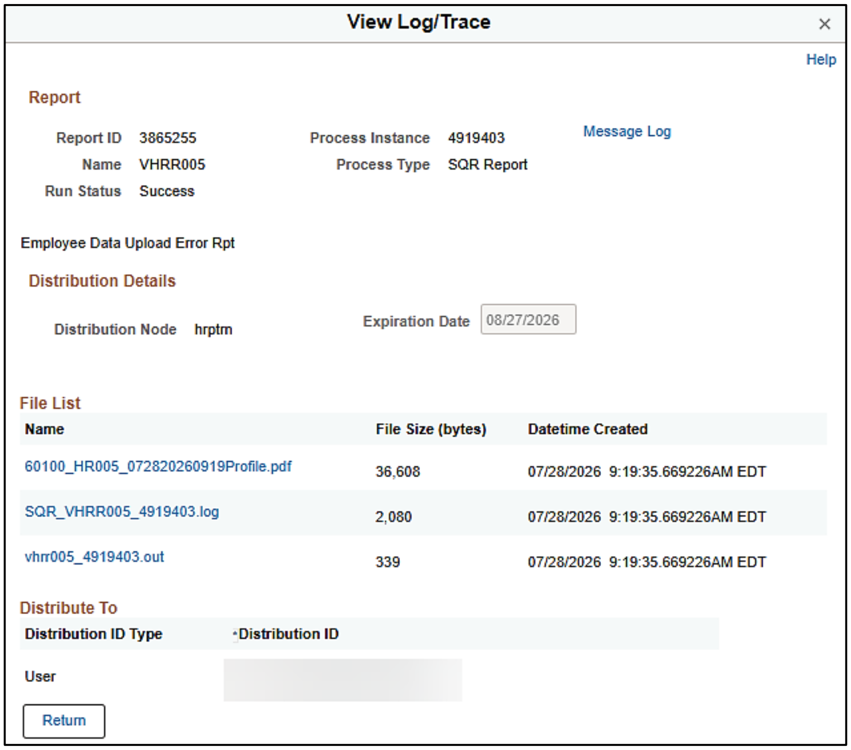
</td></tr>
<tr><td>15.</td><td>Click the View Log/Trace link.



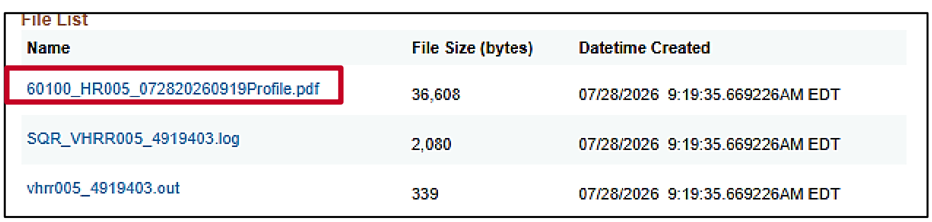
</td></tr>
</table>

| Step | Action |
|---|---|

The **View Log/Trace** page displays in a pop-up window.

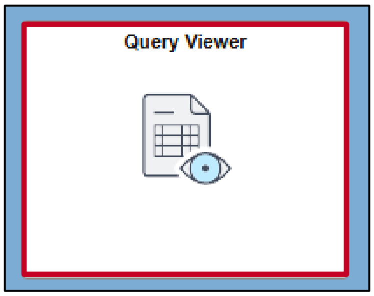
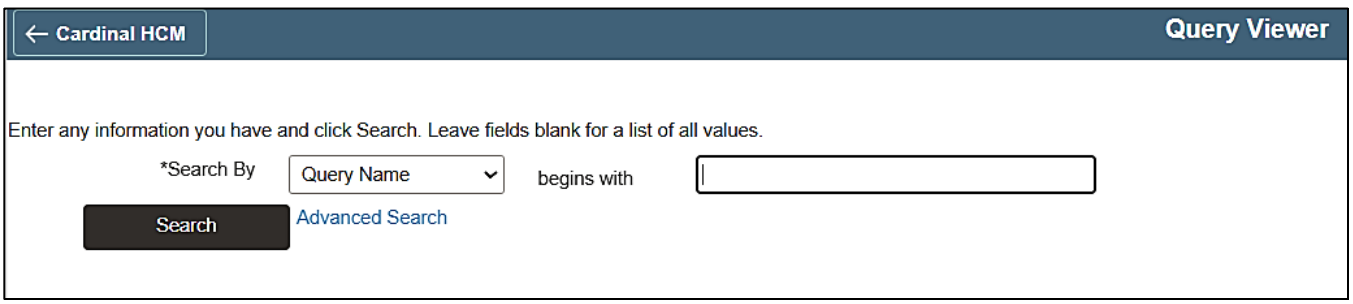
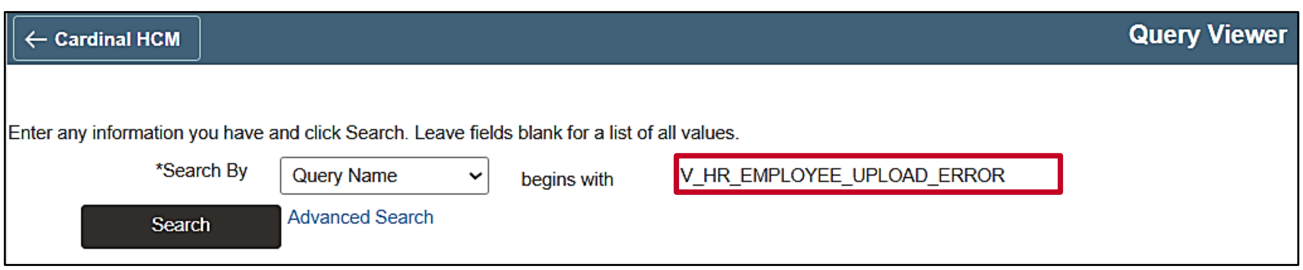


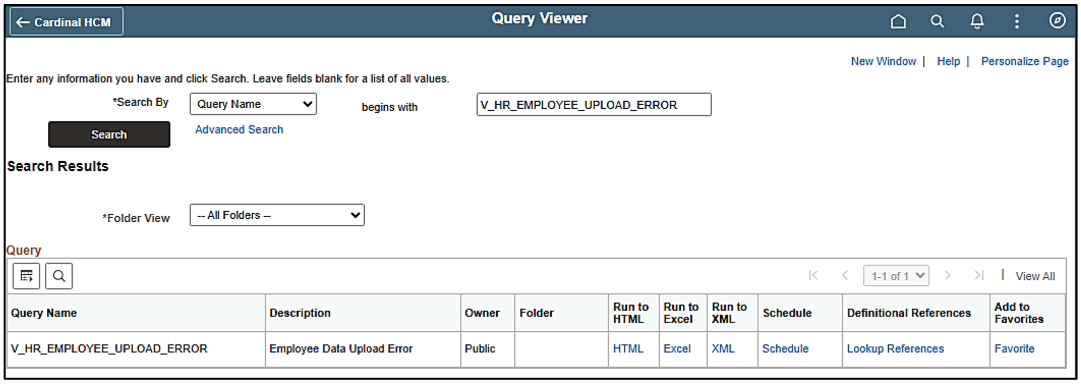
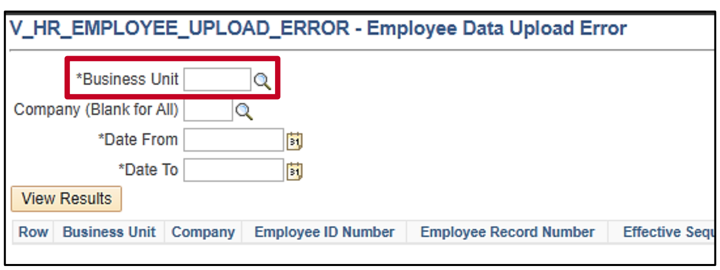
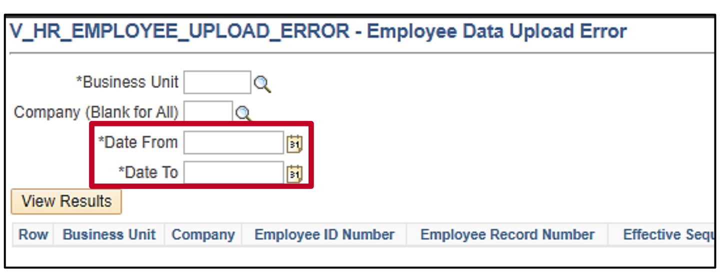

| Step | Action |
|---|---|
| 16. | Click the **PDF** link to view the report. |

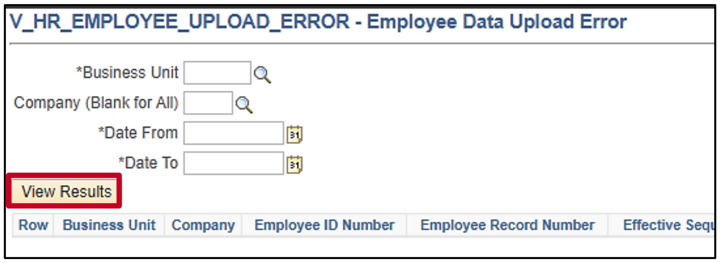
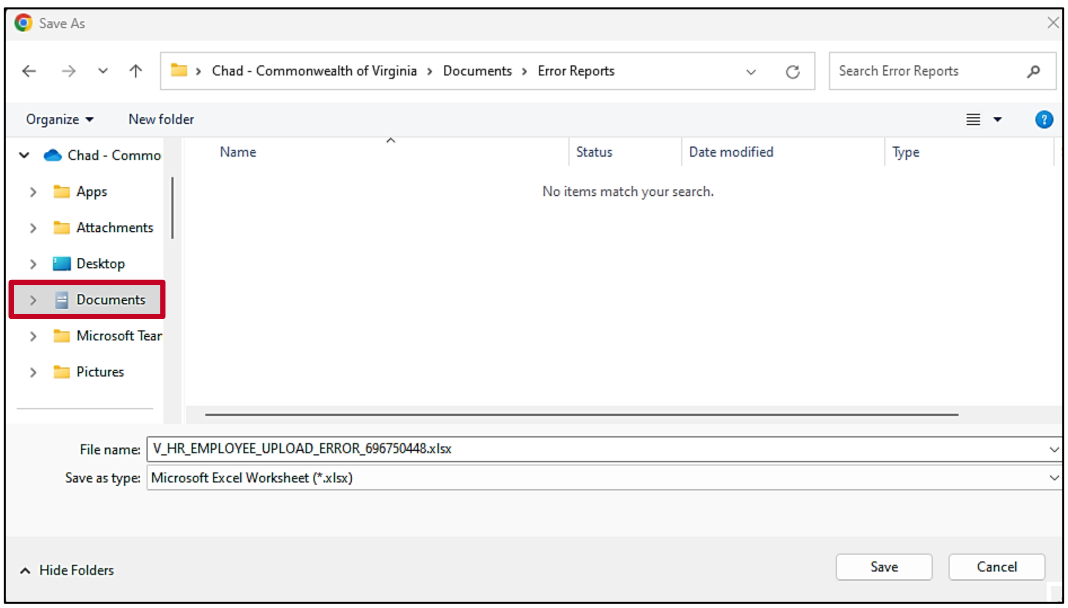


## Employee Upload Error Query

**Option 2**: The **V_HR_EMPLOYEE_UPLOAD_ERROR Query** can be generated manually by completing the following steps:

| Step | Action |
|---|---|
| 1. | Navigate to the **Query Viewer** page by clicking on the **Query Viewer** tile on the **Cardinal HCM Homepage**.<br> |
| The **Query Viewer Search** page displays.<br> | |
| 2. | Enter the Query Name “V_HR_EMPLOYEE_UPLOAD_ERROR” in the **Search By** “Query Name” **begins with** field.<br> |
| 3. | Click the **Search** button.<br> |

| Step | Action |
|---|---|
| | The **Query View Search Results** page displays (V_HR_EMPLOYEE_UPLOAD_ERROR query).   |
| 4. | Select the desired format of the output.<br>**Note**: “Run to HTML” will provide the options to download to Excel or a CSV format.   |
| 5. | Enter or select the **Business Unit** of the submitting Agency.<br>**Note**: Only Enter the **Company (Blank for All)** if multiple Agencies are submitted in one file and only that one company/Agency is desired in the results   |
| 6. | Enter the **Date From** and **Date To** for the dates the files were processed in Cardinal.   |

| Step | Action |
|---|---|
| 7. | Click the **View Results** to run the query.<br><br> |
| 8. | If running to Excel, a popup window will be displayed to determine where the file will be generated and the name of the file. The file will be available in the folder and name requested. Navigate to that folder and open the file for review.<br><br> |

## Employee Data Upload – Common File Errors

| Error | Explanation |
|---|---|
| Agency XXXXX filename sent has already been processed by Cardinal. | Reject file when File Name has already been processed based on the interface file tracker record already knowing the filename. |
| The control record file name <FILENAME1> does not match the Agency file name <FILENAME2>. | Reject file when File Name in Header record (Record Type 000) does not match File Name being processed. |
| BU <XXXXX> in the control record is not a submitting BU. | The business unit specified in the control record is not a valid interfacing business unit. |
| Agency XXXXX Upload file received with no control record. | The control record is missing from the file. |
| The total number of rows <X> in the file does not match the row count <Y> given in trailer row. | The actual number of rows in the file does not match the ROW_COUNT given in the Trailer record (Record Type 999). |
| The total transaction <X> in the file does not match transaction count <Y> given in the trailer row. | The actual number of detail rows in the file doesn’t match the V_COUNT1 given in the Trailer record (Record Type 999). |
| Agency XXXXX Upload file is blank. | The upload file does not contain any records for Cardinal to process. |

## Employee Data Upload – Common Transaction Errors

| Error | Explanation/Resolution Steps |
|---|---|
| Invalid Action Reason Code, Transaction was Rejected. | The Action/Action Reason code combination sent for the employee was invalid. Refer to the **HR351 Action Reason Codes** Job Aid for valid combinations. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**. |
| Data is missing in <FIELDNAME> which is required field. Transaction was rejected. | A required field was missing from the transaction. Refer to the HR003 File Layout for required fields. |
| Invalid Paygroup on file. | The value specified for Paygroup is not a valid value. |
| A Personal email is required field for Employee Provided Email for employee. | If V_EMAIL_OPTION=P, then EMAIL_ADDR2 (Personal email) is required. |
| A Business email is required field for Agency Provided Email for employee. | If V_EMAIL_OPTION=A, then EMAIL_ADDR (Business email) is required. |
| Position Number on file is not in Cardinal. Transaction was rejected. | The position number specified for the employee in the transaction does not exist in Cardinal. The employee's job record contains what position they are assigned in Cardinal. |
| Compensation Rate Changes are not allowed for the Action you have chosen. | Compensation rate changes are only allowed for certain action/reason combinations, such as HIR, REH, PAY, and certain XFR actions. If the compensation in the file is different than the compensation in Cardinal, HR003 will read it as an update. |
| EMPLID/SSN does not match. Only DHRM can change SSN. Transaction Rejected. | The EMPLID/SSN combination in HR003 should match what is in Cardinal. The combination can be found on the **Modify Person** page. |
| Unable to process new hire due to missing required fields. Transaction was rejected. | There are required fields for new hires, whether they are completed via the interface or online. Refer to the HR003 File Layout for new hire required fields. |
| Employee does not have a Job record in Cardinal for the Position Number in the file. Transaction was rejected. | The employee and the specified position number exist in Cardinal, but the employee is linked to a different position number than the one specified in the file. Refer to the employee's job record to determine which position they are occupying. |
| Invalid date format. | Dates should be formatted MM/DD/YYYY. |

| Error | Explanation/Resolution Steps |
|---|---|
| EFFDT in file is less than Max EFFDT of EMPLID in Cardinal. Transaction Rejected. | The effective date of the transaction cannot be less than the top row of the employees' record. Adjust the effective date of either the transaction or the employee record. |
| National ID <SSN> is already used for employee <EMPLID>. | The social security number specified in the transaction is already in use for another employee. |
| This email address already exists in the system. Please enter a different one. | The email address specified in the transaction is already in use for another employee. |
| Multiple Ethnic Groups with the same values on file. Transaction Rejected. | There are three ETHNIC_GROUP fields on HR003; they should only be used when an employee has multiple distinct ethnic groups and should not all be populated with the same value. This error occurs if the same value is in multiple ethnic group fields. |
| Incorrect Paygroup and Empl Type combination found in the interface file. | The Paygroup and employee type found in the transaction are not compatible (e.g., an hourly employee with an SM1 Paygroup). |
| Row cannot be inserted because employee is already active. Action XXX for effective date YYYY-MM-DD cannot be added. Transaction rejected. | The action specified cannot be added to an employee who is already active. Refer to the **HR351 Action Reason Codes** Job Aid to determine which actions can be used with active employees. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning.** |
| Row could not be inserted because employee is inactive. Action XXX for effective date YYYY-MM-DD could not be added. | The action specified cannot be added to an employee who is inactive. Refer to the **HR351 Action Reason Codes** Job Aid to determine which actions can be used with inactive employees. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**. |
| Effective date in file is different/same from Cardinal but the values on file are same as in Cardinal: Transaction not loaded. | The data in the file is the same as already exists in Cardinal. The effective date could be the same or different. |
| Employee ID on file is not in Cardinal. | The Employee ID provided in the file is not in Cardinal. |
| Position Number not matching with the Employee. Transaction rejected. | The Employee is not currently in the position number that was specified in the file. |

## Position Data Upload Process

Cardinal is used for full position management, and each employee fills at least one position. Positions, whether vacant or filled, are required, and tracked in Cardinal HCM.

Positions are created before an employee is hired. Details are also changed at the position level before they are applied to the Employee Job Data Record. Positions can be inactivated, but not deleted, in Cardinal.

The Commonwealth of Virginia (COVA) is required to establish default funding for all Agency departments and active positions, (filled and vacant), within the departments. Position level default funding and department level default funding are established on the Department Budget tables. Default funding distributions are used to record payroll costs when detailed ChartField distributions are not provided on the employee timesheet.

The HR006 Position Data Upload interface is used by interfacing Agencies to upload new positions, update existing positions, add new position default funding distributions, and/or update existing position default funding distributions from Agency HR systems into Cardinal HCM.

Position data and position default funding distribution updates provided by interfacing Agencies via the interface require the same policy and data edits that are applied when individual transactions are keyed online.

**Description:**

The Position Data Upload is processed through the following steps:

1. The Agency sends position and default funding distribution data using a Cardinal flat file template posted on the secure Cardinal servers for processing (external system files should be placed in the Cardinal FTP server folder).
2. The Interface program receives one daily inbound file for each interfacing Agencies that includes hourly and/or salary position data as well as position default funding distributions, if applicable.
3. The upload process first checks for file level errors. The file stops processing and writes an error message to the error table if any file lever error occurs.
4. The Interface rejects all transactions with an effective date prior to the current row.
5. The position default funding distributions may contain multiple rows for each position and effective date combination, but the cumulative distribution percentage for all associated rows must equal 100%.
6. Newly created and reactivated positions can be submitted via the interface and must exist in Cardinal HCM prior to establishing the position default funding distribution. A single upload file can include a new position and default funding for that new position. Cardinal will upload the position data first and then the position default funding data. All associated default funding distributions are rejected if a new or reactivated position does not properly load first.
7. The application engine validates the transactions in the staging table to identify any data issues prior to loading the position data into Cardinal HCM. The application engine specifically validates the **Business Unit**, **Company**, **Position Number**, **Effective Date**, **Action**, **Action Reason**, **Job Code**, **Department ID**, **Reports To**, **Supervisor Position**, **FLSA Status**, **STD Hours**, and

**Location** fields and writes an error message, rejects the file, inputs a default value, and/or issues a warning message, as applicable.

8. The application engine validates the transactions to identify any data issues prior to loading the position default funding distributions into Cardinal HCM. The application engine specifically validates the **Business Unit**, **Position Number**, **Department ID**, **Fiscal Year**, **Effective Date**, **Fund Code**, **Program**, **Department-ChartField**, and **Cost Center** fields and writes an error message, rejects the file, inputs a default value, and/or issues a warning message, as applicable.
9. The application engine validates the ChartField combination and rejects invalid transactions.
10. The Interface rejects transactions that do not result in a 100% distribution percentage.

## Position Data Upload Error Processing

There are two different rejection error levels for the Position Data Upload program.

1. **File Level Error**: A file level error will occur if the file does not meet the file layout or other file requirements (e.g., corrupted file or invalid file name). If a file level error occurs, none of the transaction data in the file is uploaded into Cardinal. The file must be corrected by the Agency and re-sent to Cardinal for processing.
2. **Transaction Level Error**: A transaction level error occurs if the file is successfully processed by Cardinal (no file level errors exist), but individual transactions contain invalid values or do not meet interfacing position reporting requirements for the employee or Agency (e.g., missing required fields for a transaction). If a transaction level error occurs, only the transaction(s) with errors are rejected and all other transactions in the file are uploaded to Cardinal. The errored transaction(s) should be corrected in the Agency source system and re-sent to Cardinal or corrected manually in Cardinal by the HR Administrator.
    a. **Warnings**: The Position Data Upload also contains warnings. Warnings indicate that the transaction has been loaded, but that additional follow-up may be needed. They can also indicate that the upload loaded a value other than what was specified in the file (e.g., the file left a field blank, and Cardinal loaded a default value). Agencies should follow up on warnings and determine if any actions are needed.

## Position Data Upload Error Report

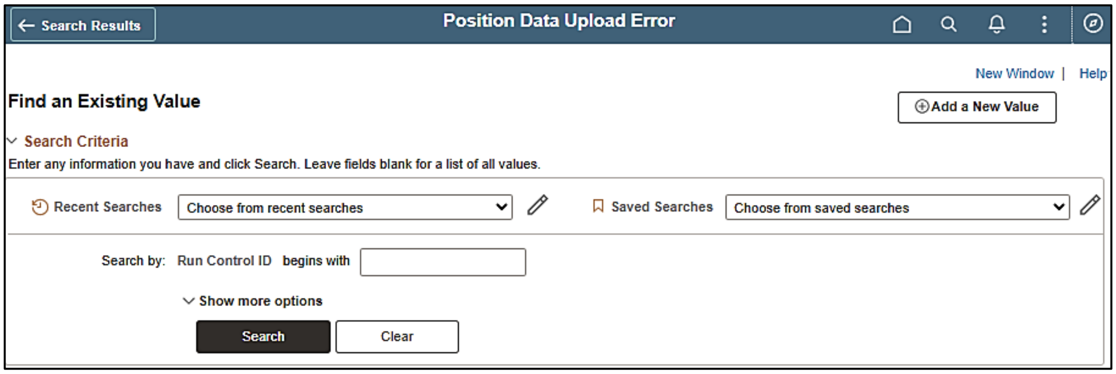
The **VHRR041 Position Data Upload Error Report** can be viewed for a file after the daily batch process has run to completion. The batch process posts the report to the Report Manager in Cardinal within the Agency specific folder and to the file server for the Agencies to retrieve automatically outside of Cardinal. Reports are available in the Report Manager for 30 calendar days and on the file server for seven days. The error report can be re-generated at any time by end users.

There are 2 options to generate this report manually:

**Option 1**: Run a standard **Position Data Upload Error Report** - the output format is automatically generated by the system in a PDF format.

**Option 2**: Run the V_HR_POSITION_UPLOAD_ERROR Query - the output can be downloaded into an Excel/CSV format to enable data manipulation.

**Option 1**: Run a standard **Position Data Upload Error Report** - the output format is automatically generated by the system in a PDF format.

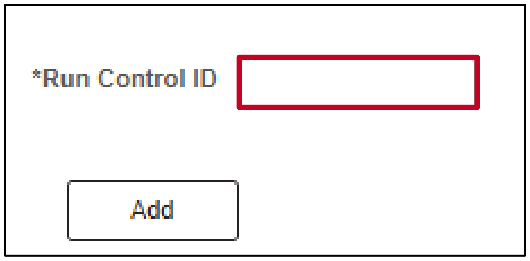
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Position Data Upload Error Report page using the following path:<br>NavBar > Menu > Workforce Administration > Job Information > Reports > Data Upload Error</td></tr>
<tr><td colspan="2">The Position Data Upload Error Find an Existing Value Search page displays.<br>

</td></tr>
<tr><td></td><td>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.</td></tr>
<tr><td></td><td>If this is not the first time generating this report, always search for and use an existing Run Control ID before creating a new one. Users cannot delete Run Control IDs once they are created and saved. The instructions provided below assume this is the first time that this report is being generated. For more information on generating reports, see the Job Aid titled NAV225 Generating an HCM Report located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td>2.</td><td>Click the Add a New Value button.<br>

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3.</td><td>

Enter a Run Control ID in the **Run Control ID** field based on the following guidelines:

- The Run Control ID must be unique and should be descriptive enough to help locate for future use (once created Run Control IDs cannot be deleted)
- Up to 30 characters are allowed
- No blank spaces can be used; however, an underscore can be used in lieu of spaces
- Do not use wildcard symbols (%)

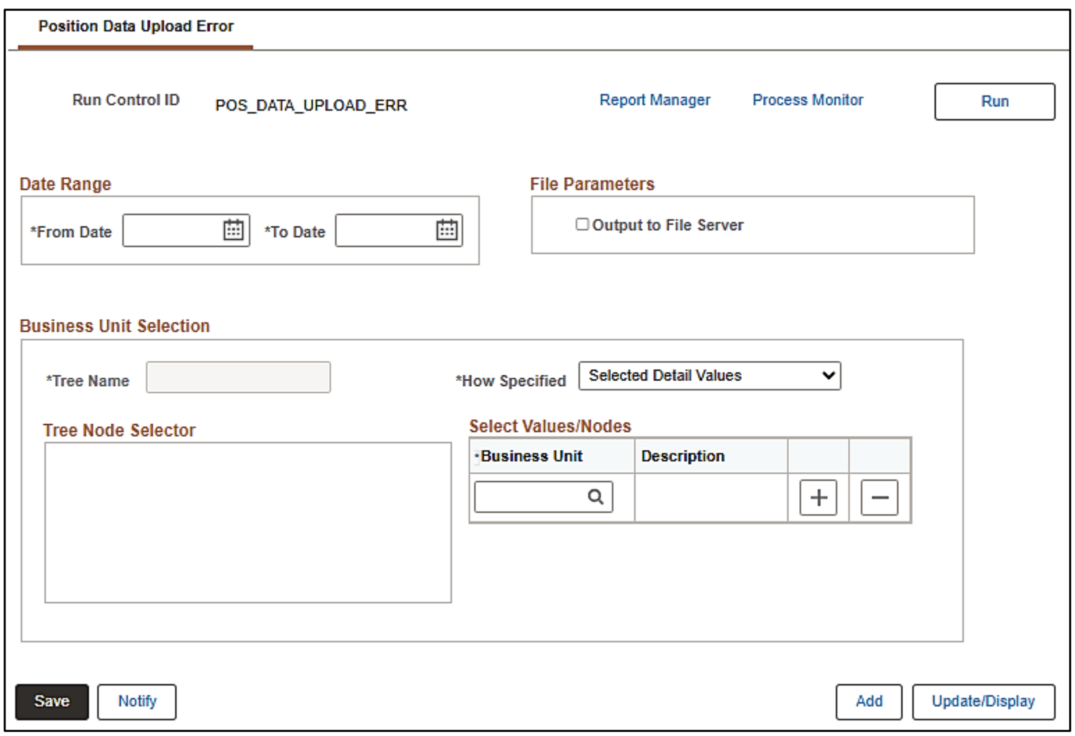



</td></tr>
<tr><td>4.</td><td>

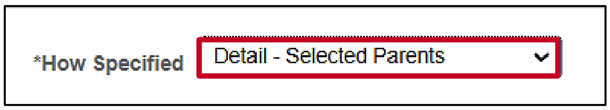
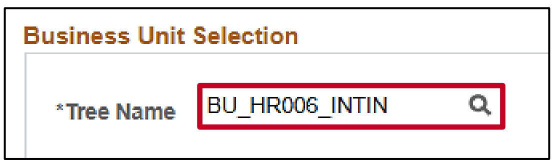
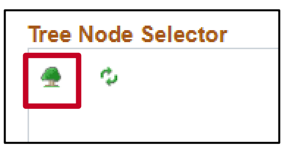
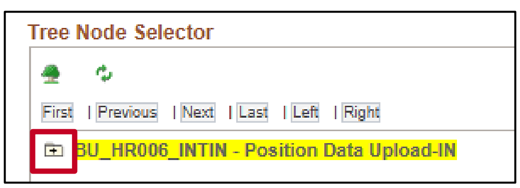
Click the **Add** button.


</td></tr>
<tr><td colspan="2">

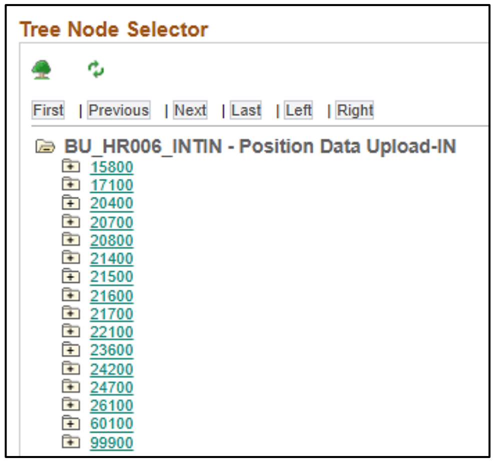
The **Position Data Upload Error** page displays.




</td></tr>
</table>

| Step | Action |
|---|---|
| 5. | Enter the date range for the report in the **Date Range** fields.   |
| 6. | In the ***How Specified** field, select “Detail – Selected Parents”.   |
| 7. | In the ***Tree Name** field, select “BU_HR006_INTIN”.   |
| 8. | In the **Tree Node Selector**, click the **Tree** icon.   |
| 9. | Click the **Folder** icon to expand the folder.   |

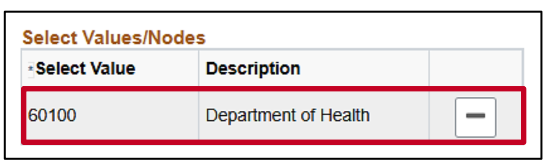
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The folder expands to list the business units (BU_HR006_INTIN – Position Data Upload-IN).



</td></tr>
<tr><td>10.</td><td>Select the submitting Agency/Agencies.

**Note**: In this example, 60100 is selected.

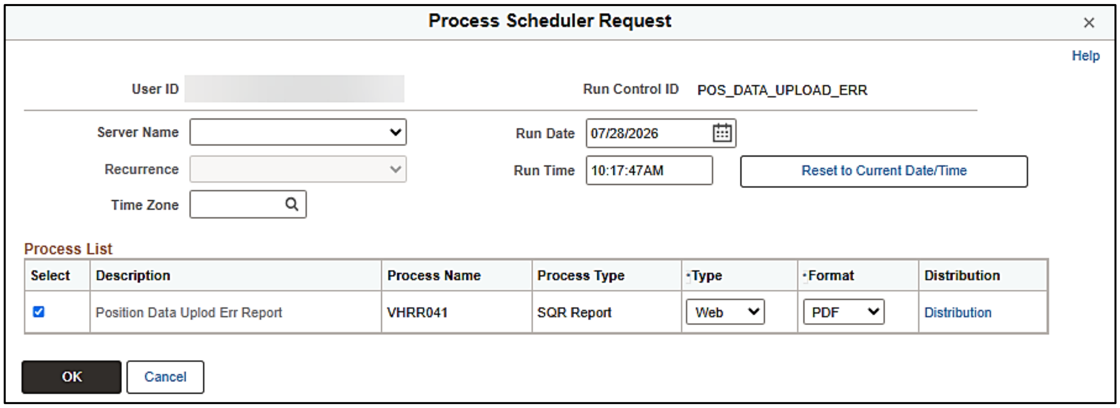
</td></tr>
<tr><td></td><td>The ***Select Value** and **Description** is automatically populated in the **Select Values/Nodes** field.



</td></tr>
<tr><td>11.</td><td>Click the **Run** button to run the report.

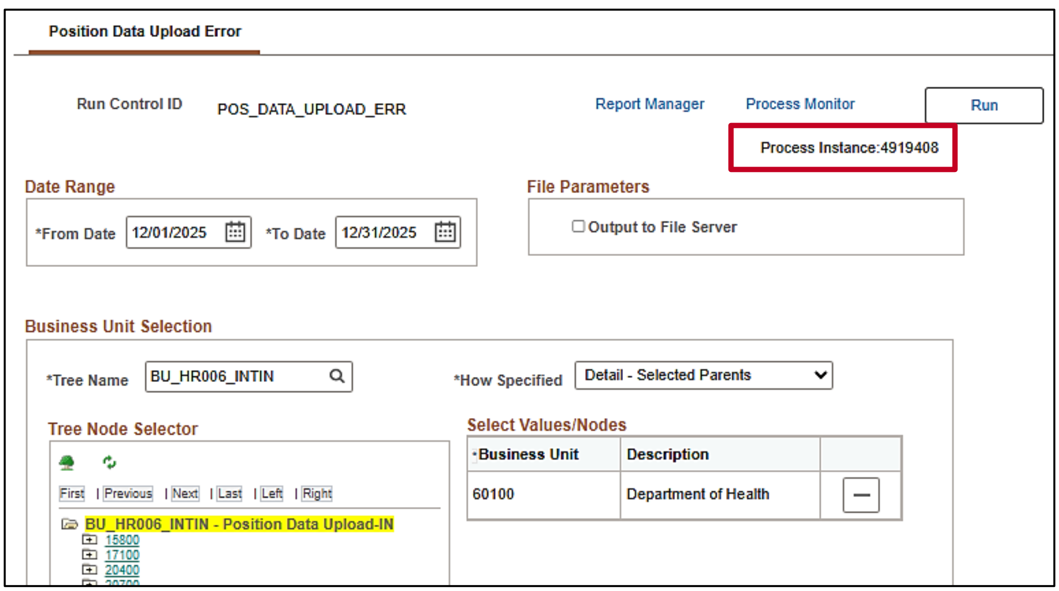
</td></tr>
</table>

| Step | Action |
|---|---|
| | The **Process Scheduler Request** page displays in a pop-up window. |

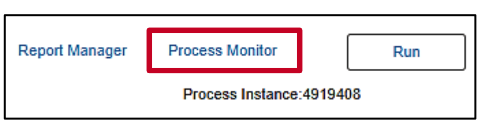


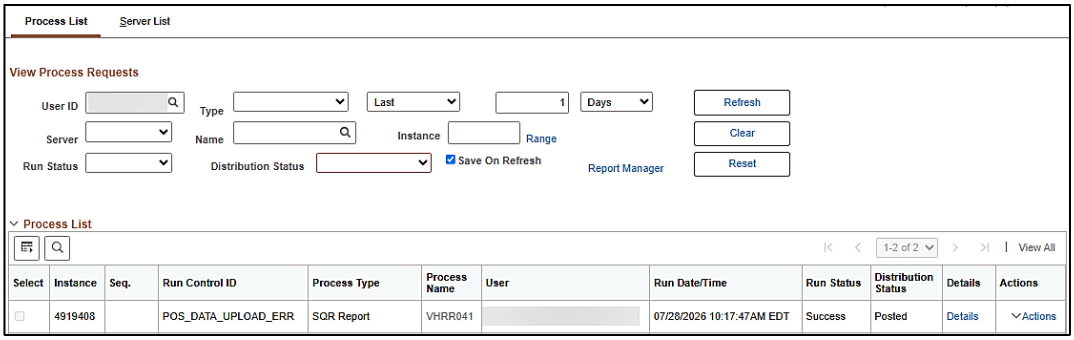
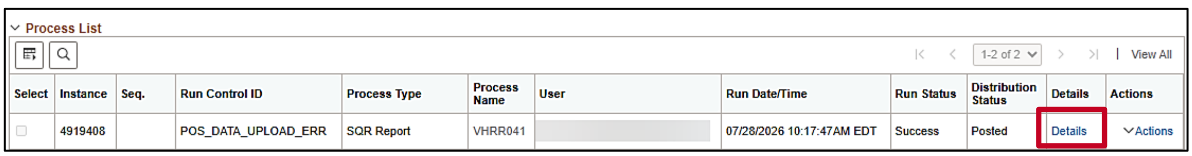
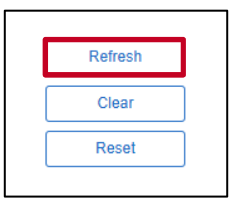

| Step | Action |
|---|---|
| 12. | Click the **OK** button to send the report to the Process Scheduler. |

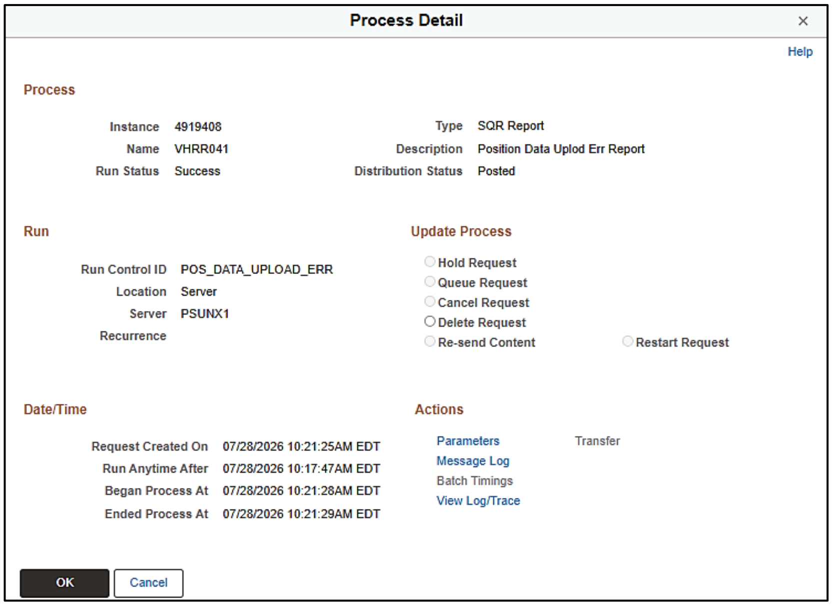
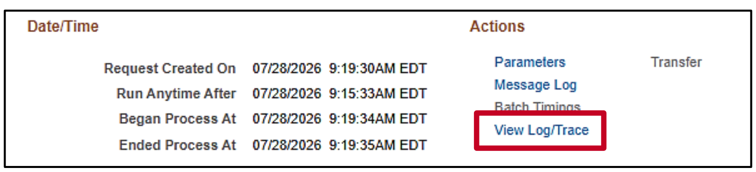

| Step | Action |
|---|---|
| | The **Position Data Upload Error Report** page refreshes with assigned **Process Instance** number. |

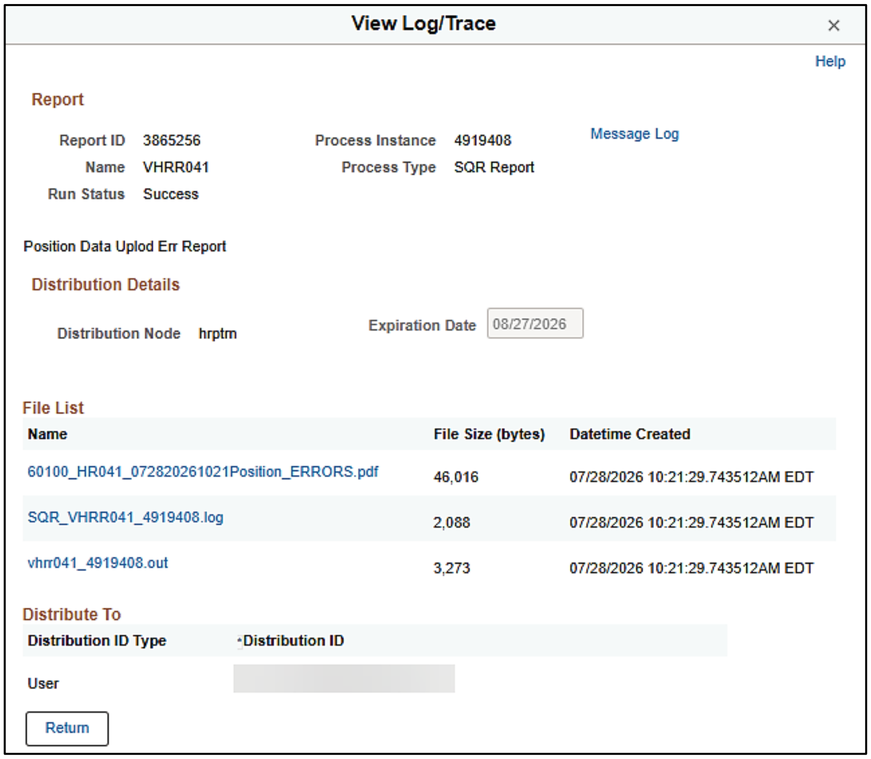
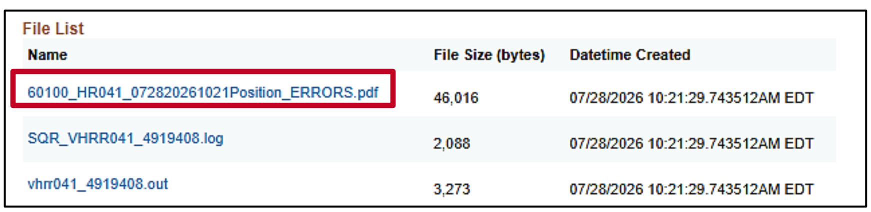



| Step | Action |
|---|---|
| 13. | Click the **Process Monitor** link to view the report. |



| Step | Action |
|---|---|
| The **Process List** page displays.   | |
| 14. | Once the report generates a **Run Status** of “Success” and a **Distribution Status** of “Posted”, click the **Details** link.   |
| ℹ | If a **Run Status** of “Success” and a **Distribution Status** of “Posted” does not display, click the **Refresh** button.   |

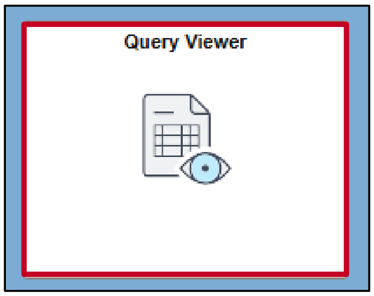
| Step | Action |
|---|---|
| The **Process Detail** page displays in a pop-up window.  | |
| 15. | Click the **View Log/Trace** link.  |

| Step | Action |
|---|---|
| | The **View Log/Trace** page displays in a pop-up window.  |
| 16. | Click the **PDF** link to view the report.  |

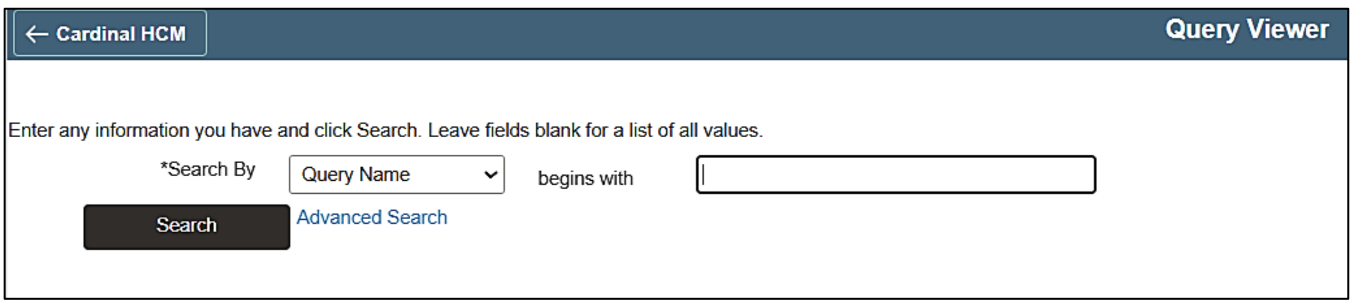
## Position Upload Error Query

**Option 2**: Run the **V_HR_POSITION_UPLOAD_ERROR Query -** the output can be downloaded into an Excel/CSV format to enable data manipulation.

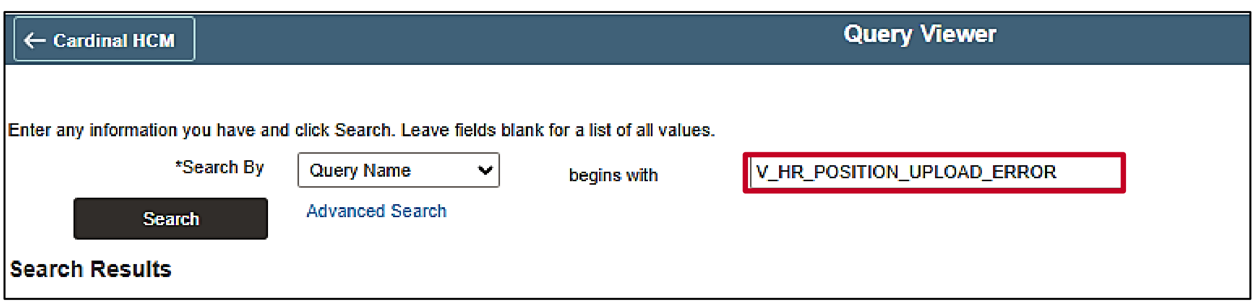
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Query Viewer page by clicking on the Query Viewer tile on the Cardinal HCM Homepage.



</td></tr>
<tr><td colspan="2">The Query Viewer Search page displays.



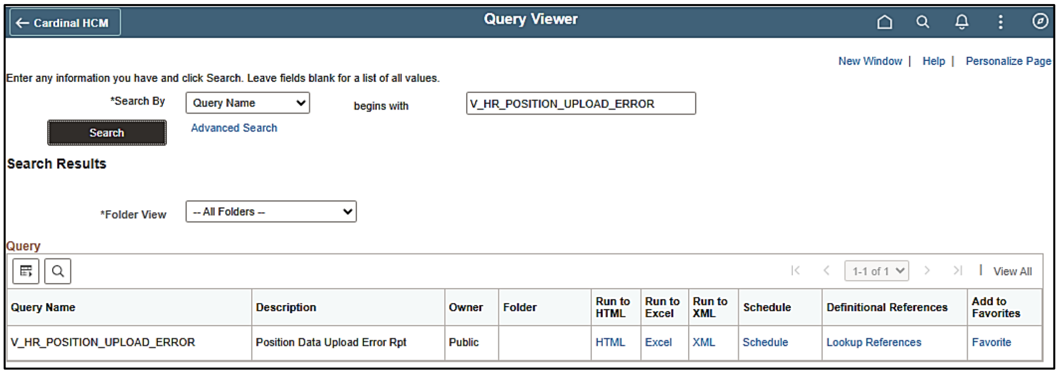
</td></tr>
<tr><td>2.</td><td>Enter the Query Name “V_HR_POSITION_UPLOAD_ERROR” in the Search By “Query Name” begins with field.



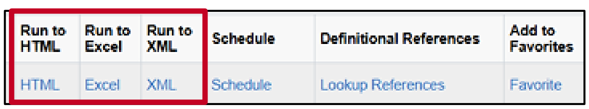
</td></tr>
<tr><td>3.</td><td>Click the Search button.

</td></tr>
</table>

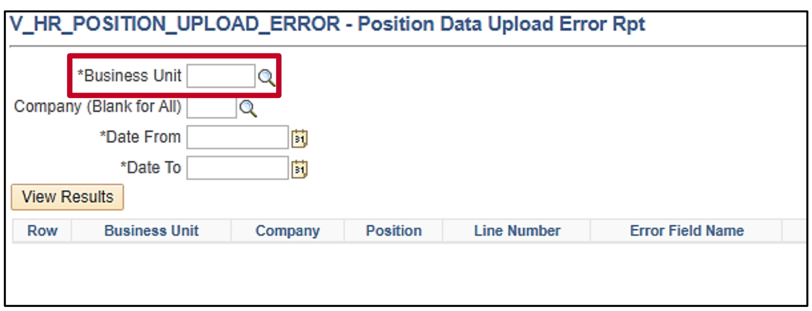
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Query View Search Results page displays (V_HR_POSITION_UPLOAD_ERROR query).

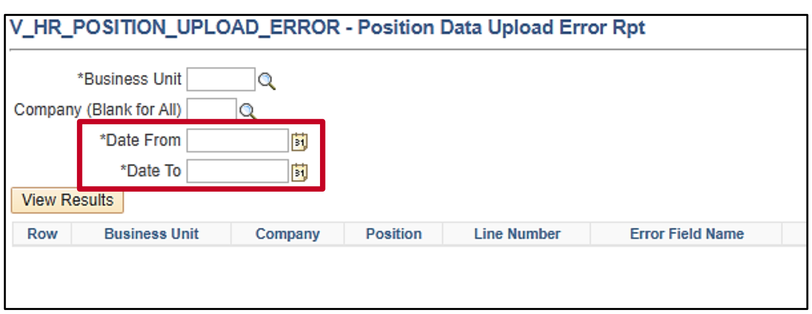

</td></tr>
<tr><td>4.</td><td>Select the desired format of the output.

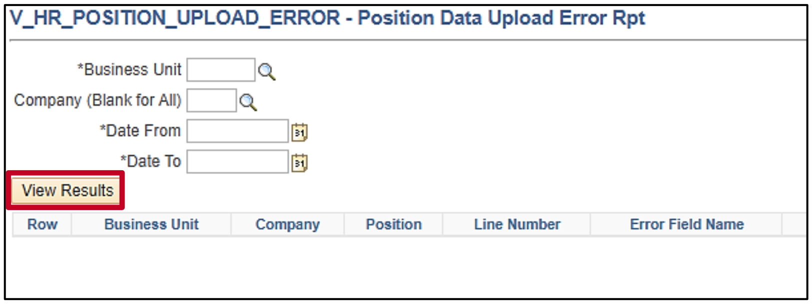
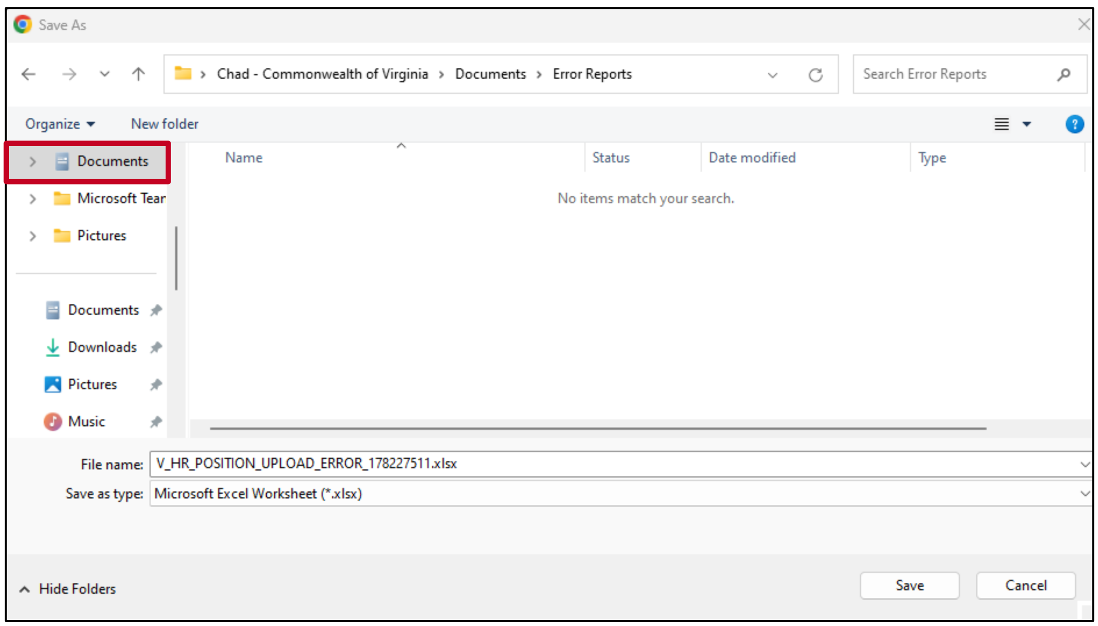
Note: “Run to HTML” will provide the options to download to Excel or a CSV format.


</td></tr>
<tr><td>5.</td><td>Enter or select the Business Unit of the submitting Agency.

Note: Only Enter the Company (Blank for All) if multiple Agencies are submitted in one file and only that one company/Agency is desired in the results


</td></tr>
<tr><td>6.</td><td>Enter the Date From and Date To for the dates the files were processed in Cardinal


</td></tr>
</table>

| Step | Action |
|---|---|
| 7. | Click the **View Results** button to run the query.<br> |
| 8. | If running to Excel, a popup window will be displayed to determine where the file will be generated and the name of the file. The file will be available in the folder and name requested. Navigate to that folder and open the file for review.<br> |

## Position Data Upload Common File Errors

| Error | Explanation |
|---|---|
| Agency XXXXX filename sent has already been processed by Cardinal. | Reject file when File Name has already been processed based on the interface file tracker record already knowing the filename. |
| The control record file name <FILENAME1> does not match the Agency file name <FILENAME2>. | Reject file when File Name in Header record (Record Type 000) does not match File Name being processed. |
| BU <XXXXX> in the control record is not a submitting BU. | The business unit specified in the control record is not a valid interfacing business unit. |
| Agency XXXXX Upload file received with no control record. | The control record is missing from the file. |
| The total number of rows <X> in the file does not match the row count <Y> given in trailer row. | The actual number of rows in the file doesn't match the ROW_COUNT given in the Trailer record (Record Type 999). |
| The total transaction <X> in the file does not match transaction count <Y> given in the trailer row. | The actual number of detail rows in the file doesn't match the V_COUNT1 given in the Trailer record (Record Type 999). |
| Agency XXXXX Upload file is blank. | The upload file does not contain any records for Cardinal to process. |

## Position Data Upload – Common Transaction Errors

| Error | Explanation/Resolution Steps |
|---|---|
| Cannot assign Action Reason NEW to an existing position. | Existing positions cannot have an Action Reason of “NEW” added to them. Use a different Action Reason code to update the position as needed. |
| Effective Date field is blank in the input file. | Effective date is a required field on all Position Data upload transactions. |
| Position number Effective Date in file is < existing effective date in Cardinal; transaction was not loaded. | The effective date of the transaction cannot be less than the top row of the position’s record. Adjust the effective date of the transaction or the effective sequence of the transaction. |
| Only <FIELDNAME> was changed and it is invalid therefore transaction is rejected. | The transaction contained an update to only one field and the proposed update was invalid. Review configuration guides to determine next steps. |
| Duplicate POSITION_NBR-EFFDT-EFFSEQ combination in the file: Rejected the transactions. | If there are multiple transactions for one position number in the file, they must have either a different effective date or a different effective sequence. |
| The Position to Update Does Not Exists on Position Data. | The position specified in the file does not exist in Cardinal. |
| The transaction rejected because Fiscal Year does not exist or was invalid in Finances Calendar Accounting Period table. | The fiscal year specified in the file either does not exist or is an invalid value. |
| The transaction rejected because the combination of POSITION_NBR, BUSINESS_UNIT and DEPTID provided for the position default funding distribution is invalid. | The DEPTID specified in the file is not valid for that position number and/or business unit. |
| Invalid Chartfield Combination code. | The ChartField combination was invalid, even if the individual field values are valid. |
| Duplicate Chartfields combination found for SETID, DEPTID, FISCAL_YEAR, POSITION_NBR and EFFDT; Transaction Rejected. | The same ChartField combination was specified in the file for multiple funding rows on the same position. |

| Error | Explanation/Resolution Steps |
|---|---|
| The transaction rejected because Distribution Percentage is not equal to 100.00. | The distribution percentage of multiple funding rows must add up to 100. |
| Position # already exists in Cardinal, but effective date in file is different from Cardinal and values on file same from values in Cardinal: Rejected the transaction. | The same information was sent that is already in Cardinal but contains a different effective date. |
| Position Department Budget already exist on Cardinal. Transaction Rejected. | The same ChartField combination information is already in Cardinal. |
| Invalid Jobcode / SOC CD combination. | The combination of role/Job Code and SOC code is not a valid combination per the **HR351 Overview of US SOC and Job Code Combinations** Job Aid located on the Cardinal website in **Job Aids** under **Learning**. |
| Position entered is not eligible for budget definition. | The Budgeted Position is set to “No”, but ChartField information was sent on the file. |