

Managing Employee Teleworker Data Overview

The **Maintain Teleworkers** page is used to track the number of telework days and dates approved on employee telework agreements. This page is used by DHRM to report required teleworking statistics. Only VPA covered (classified) employees with an approved telework agreement are required to be entered on the **Maintain Teleworkers** page. However, Agencies can enter agreement details for other employees including hourly/wage, as optional. If an employee's telework eligibility is not indicated on the **Maintain Teleworkers** page, it is assumed they are not teleworking or are teleworking less than one day per week. The report that DHRM runs for "official" reporting only pulls VPA covered employees.

Before recording the employee's telework status and agreement details, the Agency HR administrator should verify and/or update the following if the employee will be teleworking:

- The **Available for Telework** field = "Yes" on the employee's position
- The **Employee Eligible for Telework?** field = "Employee Eligible for Telework" on the employee's job record (this field is located on the **Employment Information** page)

Note: These values are required on the position and in job data in order to save the record on the **Maintain Teleworkers** page.

When adding the employee's telework agreement details to the **Maintain Teleworkers** page, the **Approved Telework Day per Week** field and both the **Start Date** and **End Date** fields are required. If a new telework agreement is authorized before the previous one ended, the previous end date will need to be adjusted so that the agreements are not overlapping before adding the new agreement dates. Adjustments can be made without entering a new row and does not require submitting a helpdesk (VCCC) ticket.

Note: A position can be available for telework, but the employee may be ineligible for telework (e.g., low performance evaluation or a written notice). In cases where the employee was eligible for telework and later deemed ineligible, update the agreement on the **Maintain Teleworkers** page first for the employee, then update the employee as ineligible for telework on their job record on the **Employment Information** page.

Note: Employees who have been approved to work remotely during emergency situations or for stand-by situations will not be tracked on the **Maintain Teleworkers** page.

Navigation Note: Please note that you may see 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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Human Resources Job Aid

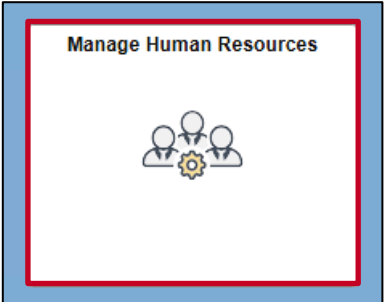
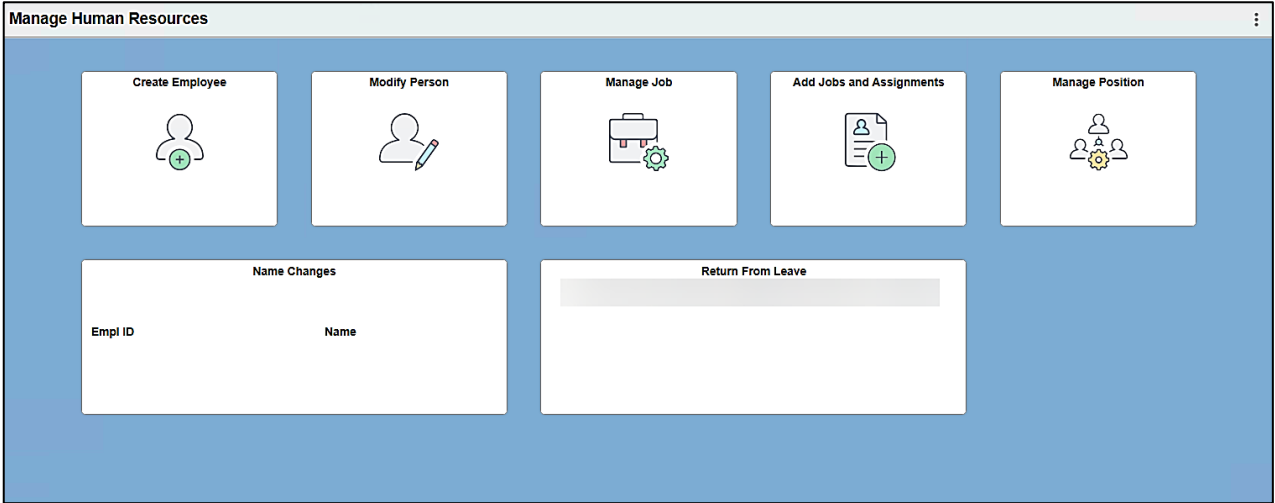
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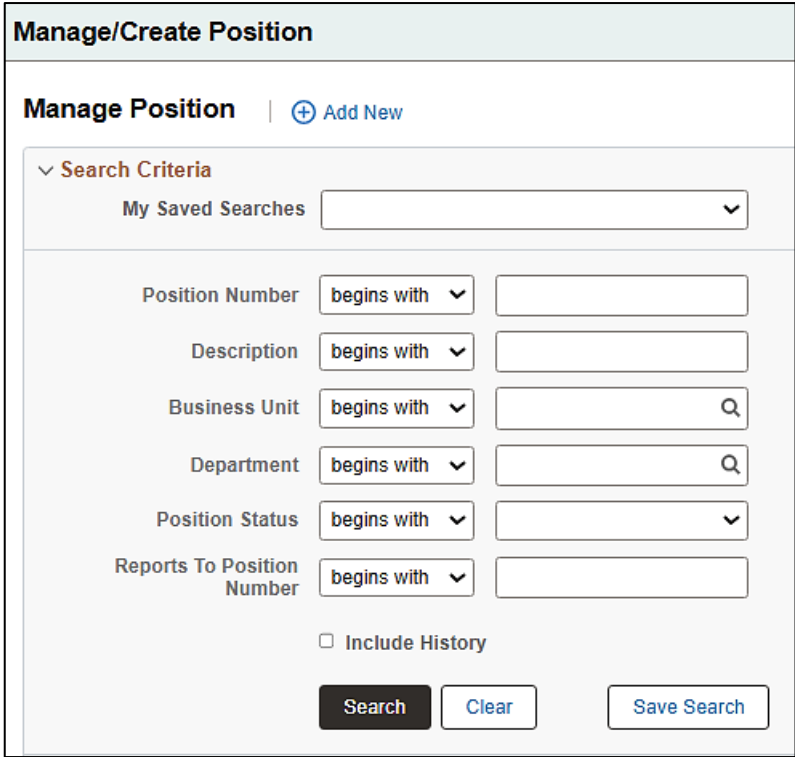
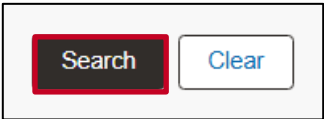
Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search pages (Section 2 , after Step 1; Section 3 , after Step 1; Section 4 , after Step 1; Section 5 , after Steps 1 and 7). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Verifying that the Position is Available for Telework

Prior to adding a Telework Agreement, first verify that the applicable employee's position is available for telework.

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

Step	Action
	The Manage/Create Position Manage Position Search page displays. 
	Users can also navigate to the Manage Position page using the following path: NavBar > Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Manage Position
3.	Enter the applicable employee's Position Number in the Position Number field. 
4.	Select the Include History checkbox option. 
5.	Click the Search button. 



Human Resources Job Aid

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Step	Action																																																						
	The Position Details page displays. Position Details Position Number: DLJ00022 Headcount Status: Filled Current Head Count: 1 of 1 Clone Add Row 5 rows <table border="1"><thead><tr><th>Effective Date 1:</th><th>Effective Sequence 1:</th><th>Reason 1:</th><th>Business Unit 1:</th><th>Department 1:</th><th>Job Code 1:</th><th>Location 1:</th><th>Status 1:</th><th>Approval Chain 1:</th></tr></thead><tbody><tr><td>06/01/2025</td><td>0</td><td>Position Data Update</td><td>Dept of Labor and Industry</td><td>DEPT OF LABOR AND INDUSTRY</td><td>Compliance/Safety Officer IV</td><td>NORFOLK REGIONAL OFFICE</td><td>Approved</td><td>Approval Chain ></td></tr><tr><td>09/17/2024</td><td>0</td><td>Position Data Update</td><td>Dept of Labor and Industry</td><td>DEPT OF LABOR AND INDUSTRY</td><td>Compliance/Safety Officer IV</td><td>NORFOLK REGIONAL OFFICE</td><td>Approved</td><td>Approval Chain ></td></tr><tr><td>01/01/2024</td><td>0</td><td>Position Data Update</td><td>Dept of Labor and Industry</td><td>DEPT OF LABOR AND INDUSTRY</td><td>Compliance/Safety Officer IV</td><td>NORFOLK REGIONAL OFFICE</td><td>Approved</td><td>Approval Chain ></td></tr><tr><td>05/25/2023</td><td>0</td><td>Job Reclass Upward</td><td>Dept of Labor and Industry</td><td>DEPT OF LABOR AND INDUSTRY</td><td>Compliance/Safety Officer IV</td><td>NORFOLK REGIONAL OFFICE</td><td>Approved</td><td>Approval Chain ></td></tr><tr><td>01/01/1901</td><td>0</td><td>New Position</td><td>Dept of Labor and Industry</td><td>DEPT OF LABOR AND INDUSTRY</td><td>Compliance/Safety Officer III</td><td>NORFOLK REGIONAL OFFICE</td><td>Approved</td><td>Approval Chain ></td></tr></tbody></table>	Effective Date 1:	Effective Sequence 1:	Reason 1:	Business Unit 1:	Department 1:	Job Code 1:	Location 1:	Status 1:	Approval Chain 1:	06/01/2025	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	NORFOLK REGIONAL OFFICE	Approved	Approval Chain >	09/17/2024	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	NORFOLK REGIONAL OFFICE	Approved	Approval Chain >	01/01/2024	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	NORFOLK REGIONAL OFFICE	Approved	Approval Chain >	05/25/2023	0	Job Reclass Upward	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	NORFOLK REGIONAL OFFICE	Approved	Approval Chain >	01/01/1901	0	New Position	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer III	NORFOLK REGIONAL OFFICE	Approved	Approval Chain >
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	If the Include History checkbox option was not selected, only the current row of data will display.																																																						
6.	Click the View Detail icon (>) at the end of the current effective dated row. <table border="1"><thead><tr><th>Effective Date 1:</th><th>Effective Sequence 1:</th><th>Reason 1:</th><th>Business Unit 1:</th><th>Department 1:</th><th>Job Code 1:</th><th>Location 1:</th><th>Status 1:</th><th>Approval Chain 1:</th></tr></thead><tbody><tr><td>06/01/2025</td><td>0</td><td>Position Data Update</td><td>Dept of Labor and Industry</td><td>DEPT OF LABOR AND INDUSTRY</td><td>Compliance/Safety Officer IV</td><td>NORFOLK REGIONAL OFFICE</td><td>Approved</td><td>Approval Chain ></td></tr><tr><td>09/17/2024</td><td>0</td><td>Position Data Update</td><td>Dept of Labor and Industry</td><td>DEPT OF LABOR AND INDUSTRY</td><td>Compliance/Safety Officer IV</td><td>NORFOLK REGIONAL OFFICE</td><td>Approved</td><td>Approval Chain ></td></tr><tr><td>01/01/2024</td><td>0</td><td>Position Data Update</td><td>Dept of Labor and Industry</td><td>DEPT OF LABOR AND INDUSTRY</td><td>Compliance/Safety Officer IV</td><td>NORFOLK REGIONAL OFFICE</td><td>Approved</td><td>Approval Chain ></td></tr><tr><td>05/25/2023</td><td>0</td><td>Job Reclass Upward</td><td>Dept of Labor and Industry</td><td>DEPT OF LABOR AND INDUSTRY</td><td>Compliance/Safety Officer IV</td><td>NORFOLK REGIONAL OFFICE</td><td>Approved</td><td>Approval Chain ></td></tr><tr><td>01/01/1901</td><td>0</td><td>New Position</td><td>Dept of Labor and Industry</td><td>DEPT OF LABOR AND INDUSTRY</td><td>Compliance/Safety Officer III</td><td>NORFOLK REGIONAL OFFICE</td><td>Approved</td><td>Approval Chain ></td></tr></tbody></table>	Effective Date 1:	Effective Sequence 1:	Reason 1:	Business Unit 1:	Department 1:	Job Code 1:	Location 1:	Status 1:	Approval Chain 1:	06/01/2025	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	NORFOLK REGIONAL OFFICE	Approved	Approval Chain >	09/17/2024	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	NORFOLK REGIONAL OFFICE	Approved	Approval Chain >	01/01/2024	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	NORFOLK REGIONAL OFFICE	Approved	Approval Chain >	05/25/2023	0	Job Reclass Upward	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	NORFOLK REGIONAL OFFICE	Approved	Approval Chain >	01/01/1901	0	New Position	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer III	NORFOLK REGIONAL OFFICE	Approved	Approval Chain >
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	The View Position page displays. View Position Position Number: DLJ00022 Headcount Status: Filled Current Head Count: 1 of 1 Effective Date: 06/01/2025 Effective Sequence: 0 Reason: UPD Position Data Update Approval Status: Approved << Previous Next >> Position Information Position Status: Approved Status: Active Action Date: 07/02/2025 Key Position: No Budgeted Position: Yes Confidential Position: No Max Head Count: 1 Status Date: 09/21/2022 Job Sharing Permitted: No Available for Telework: Yes Job Information Business Unit: 18100 Job Code: 69034 Regular/Temporary: Regular Regular Shift: Not Applicable Title: Health Compliance Off Senior Dept of Labor and Industry Compliance/Safety Officer IV Full/Part Time: Full-Time Union Code: 69034 Short Title: 69034 Description: Compliance/Safety Officer IV Work Location Reg Region: USA United States Company: DLJ Dept of Labor and Industry																																																						



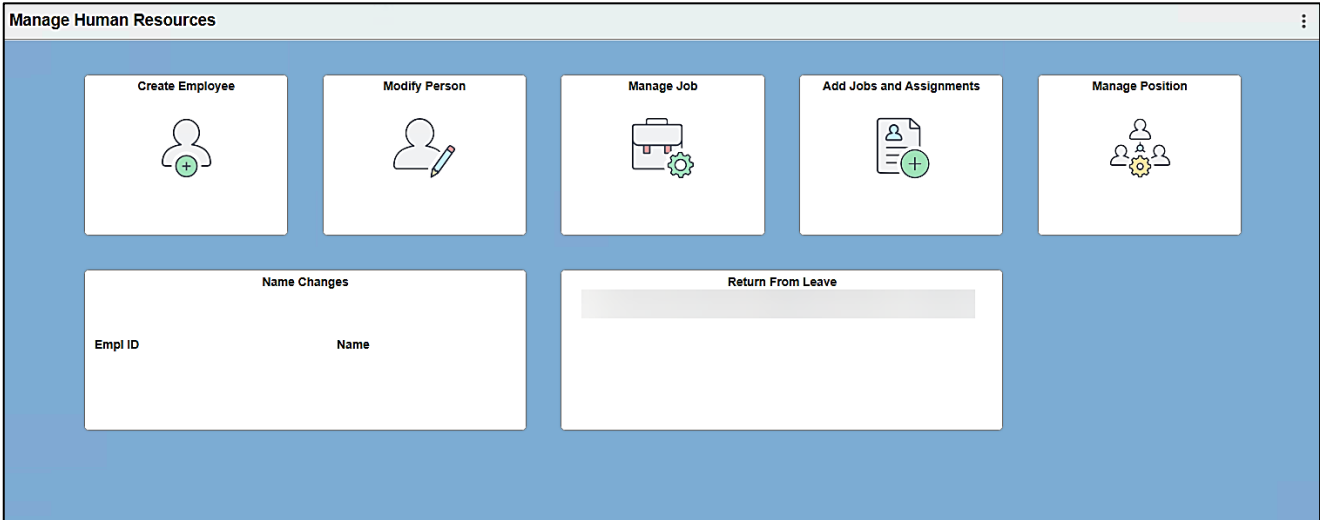
Human Resources Job Aid

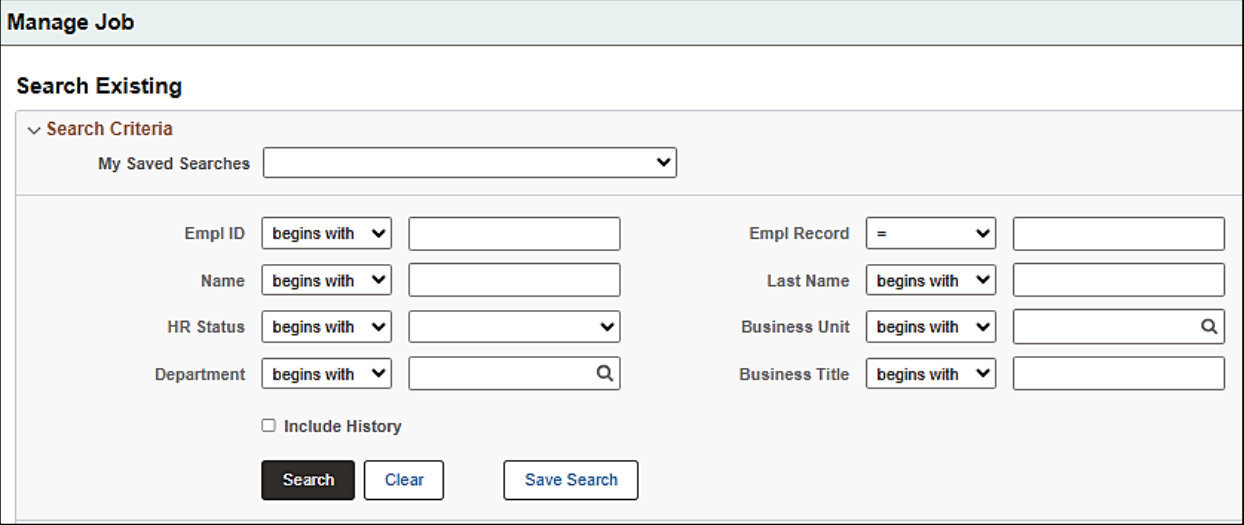
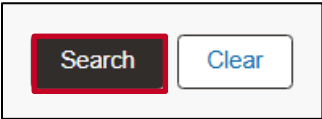
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Step	Action																						
7.	Verify that the Available for Telework field displays a value of “Yes”, within the Position Information section. Note: If this field displays a value of “No” and the position has been approved for telework, return to the Position Details page to add a new effective dated row and update the field to “Yes”. The effective date of the update should equal the date the position was approved for telework. For more information on updating position data, please see the Job Aid titled HR351 Managing Position Data located on the Cardinal website in Job Aids under Learning. <table><tr><td colspan="2">Position Information</td></tr><tr><td>Position Status</td><td>Approved</td></tr><tr><td>Status</td><td>Active</td></tr><tr><td>Action Date</td><td>07/02/2025</td></tr><tr><td>Key Position</td><td>No</td></tr><tr><td>Budgeted Position</td><td>Yes</td></tr><tr><td>Confidential Position</td><td>No</td></tr><tr><td>Max Head Count</td><td>1</td></tr><tr><td>Status Date</td><td>09/21/2022</td></tr><tr><td>Job Sharing Permitted</td><td>No</td></tr><tr><td>Available for Telework</td><td>Yes</td></tr></table>	Position Information		Position Status	Approved	Status	Active	Action Date	07/02/2025	Key Position	No	Budgeted Position	Yes	Confidential Position	No	Max Head Count	1	Status Date	09/21/2022	Job Sharing Permitted	No	Available for Telework	Yes
Position Information																							
Position Status	Approved																						
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Job Sharing Permitted	No																						
Available for Telework	Yes																						

Verifying that the Employee is Available for Telework

After verifying that the applicable employee's position is available for Telework, next verify that the employee is eligible for Telework.

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

Step	Action
	The Manage Job Search Existing page displays. 
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages located on the Cardinal website in Job Aids under Learning.
3.	Enter the 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. 
4.	Select the Include History checkbox option. 
5.	Click the Search button. 

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Step	Action
	The Job Details page displays. Job Details Apple Pie Effective Date: 06/10/2025 Sequence: 1 Action: Pay Rate Change Reason: FY26 Statewide Increase Expand All 1 of 13 Work Location HR Status: Active Job Indicator: Primary Job Payroll Status: Active Status: Completed Position Number: DLI00022 Health Compliance Off Senior Position Entry Date: 10/10/2017 Regulatory Region: USA United States Business Unit: [Redacted] Department: [Redacted] Location: [Redacted] Date Created: 07/03/2025 Override Details: No Position Managed Record: No Company: DLI Dept of Labor and Industry Department Entry Date: 10/10/2017 Establishment ID: DOLI Dept of Labor and Industry Last Start Date: 10/10/2017 STD Claim Number: [Redacted] Layoff Notice Date: [Redacted] Recall Eligibility Flag: No Turn Off Auto Pay ☐ Yes ☒ No Leave With Pay Working ☐ Yes ☒ No Job Information Salary and Compensation Payroll
7.	Click the Employment Data Expand icon to expand this section. > Payroll > Employment Data > Benefit Program
	The Employment Data section displays. Expand All 1 of 13 Employment Data Organizational Instance Instance Record: 0 First Start Date: 10/10/2017 Termination Date: [Redacted] Org Instance Service Date: 10/10/2017 8 Years 7 Months 10 Days Original Start Date: 10/10/2017 Last Start Date: 10/10/2017 Override: No Organizational Assignment Data Instance Record Last Assignment Start: 10/10/2017 Assignment End Date: [Redacted] Company Seniority Date: 09/10/1997 28 Years 8 Months 10 Days Benefits Service Date: 10/10/2017 8 Years 7 Months 10 Days Probation Date: [Redacted] VSDP Sick/PER Leave EFT Date: 10/10/2017 Continuous State Service Date: 10/10/2017 Annual Leave Eligibility Date: 09/10/1997 First Assignment Start: 10/10/2017 Override: Yes Override: No Previous State Service Months: 0 Veteran's Service Credit Months: 241 Total Service Credit Months: 241 Tenure Status/Contract Type: [Redacted] Employee Eligible for Telework?: Employee Eligible for Telework
8.	Within the Organizational Assignment Data section, verify that the Employee Eligible for Telework? field displays a value of "Employee Eligible for Telework". If this is correct, this process is complete. If it is not correct, proceed the next step. Employee Eligible for Telework? Employee Eligible for Telework



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Step	Action
9.	Click the Back arrow button to go back to the previous page. 

The **Job Actions Summary** page redisplay.

Job Actions Summary

Apple Pie

Create Job Action

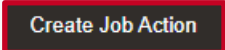
Update/Display

Include History

Job Actions Summary

1

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	Tax Location Code	Employee Classification	Employee Type	Standard Hours	FTE	Full/Part Time	Salary Admin Plan / Grade	FLS Stat
06/10/2025 1	Active Primary Job	Pay Rate Change FY26 Statewide Increase		Completed				USA United States									CLS Classified Salary	S Salaried	40.00	1.000000	Full-Time	Statewide Non	5
06/10/2025 0	Active Primary Job	Pay Rate Change FY26 Statewide Increase		Completed				USA United States									CLS Classified Salary	S Salaried	40.00	1.000000	Full-Time	Statewide Pro	5
06/01/2025 0	Active Primary Job	Position Change Position Data Update		Completed				USA United States									CLS Classified Salary	S Salaried	40.00	1.000000	Full-Time	Statewide Non	5
09/17/2024 0	Active Primary Job	Position Change Position Data Update		Completed				USA United States									CLS Classified Salary	S Salaried	40.00	1.000000	Full-Time	Statewide Pro	5

10.	Click the Create Job Action button to add a new effective dated row. 
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The **Create Job Action** page displays in a pop-up window.

[Cancel](#)**Create Job Action**[Continue](#)

Note: If a Payroll is currently in process for this employee, data will not be processed until next payroll. Please review the transaction specific details and update the effective date correctly on this page.

*Effective Date

Effective Sequence

*Action

*Reason

Step	Action
11.	Click the Effective Date Calendar icon and select the applicable effective date. The effective date of the new row should equal the date the employee became eligible for telework. *Effective Date 05/21/2026 
	The Effective Sequence field will auto-populate based on the effective date and does not need to be updated. Effective Sequence 0
12.	Click the Action dropdown button and select “Data Change”. *Action DTA  Data Change
13.	Click the Reason dropdown button and select “Data Change”. *Action DTA  Data Change *Reason DTA  Data Change
14.	Click the Continue button. Continue



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Step	Action
	The Work Location page displays. Data Change - Data Change Apple Pie Next > Work Location ● Visited Job Information ○ Not Started Salary and Compensation ○ Not Started Payroll ○ Not Started Employment Data ○ Not Started Benefit Program ○ Not Started Validate ○ Not Started Summary ○ Not Started Work Location Effective Date 05/21/2026 HR Status Active Effective Sequence 0 Payroll Status Active *Job Indicator Primary Job Position Number DL00022 Health Compliance Off Senior Override Details Position Entry Date 10/10/2017 Position Managed Record No Regulatory Region USA Company DLI United States Dept of Labor and Industry Business Unit 18100 Dept of Labor and Industry Department 18100 Department Entry Date 10/10/2017 DEPT OF LABOR AND INDUSTRY Location Establishment ID DLI Dept of Labor and Industry Date Created 05/21/2026 Last Start Date 10/10/2017 STD Claim Number Layoff Notice Date Recall Eligibility Flag Turn Off Auto Pay ○ Yes ● No Leave With Pay Working ○ Yes ● No Related Information Reference Links Maintain Teleworkers View Job Details
15.	Click the Employment Data tab. Work Location ● Visited Job Information ○ Not Started Salary and Compensation ○ Not Started Payroll ○ Not Started Employment Data ● Visited Benefit Program ○ Not Started Validate ○ Not Started Summary ○ Not Started



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Step	Action
	The Employment Data page displays. Work Location - Visited Job Information - Not Started Salary and Compensation - Not Started Payroll - Not Started Employment Data - Visited Benefit Program - Not Started Validate - Not Started Summary - Not Started Employment Data Organizational Instance Instance Record 0 Original Start Date 10/10/2017 ☐ Override First Start Date 10/10/2017 Termination Date Last Start Date 10/10/2017 Org Instance Service Date 10/10/2017 ☐ Override 8 Years 7 Months 11 Days Organizational Assignment Data Instance Record Last Assignment Start 10/10/2017 First Assignment Start 10/10/2017 Assignment End Date Company Seniority Date 09/10/1997 ☐ Override 28 Years 8 Months 11 Days Benefits Service Date 10/10/2017 ☐ Override 8 Years 7 Months 11 Days Probation Date VSDP Sick/PER Leave Eff Date 10/10/2017 Continuous State Service Date 10/10/2017 Previous State Service Months 0 Annual Leave Eligibility Date 09/10/1997 Veteran's Service Credit Months 241 Total Service Credit Months 241 *Employee Eligible for Telework? Employee Eligible for Telework Tenure Status/Contract Type Alternate Leave Plan Alternate Work Schedule VSDP Enroll Date 10/10/2017 Agency Use Field 1 Agency Use Field 2 Agency Use Field 3
16.	Click the Employee Eligible for Telework? dropdown button and select “Employee Eligible for Telework”. *Employee Eligible for Telework? Employee Eligible for Telework
17.	Click the Validate tab. Work Location - Visited Job Information - Not Started Salary and Compensation - Not Started Payroll - Not Started Employment Data - Visited Benefit Program - Not Started Validate - Visited Summary - Not Started



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Step	Action
	The Validate page displays. Validate Effective Date 05/21/2026Effective Sequence 0 Validate Validation Use the Validate button to verify the entered data. This is an optional step but it is recommended to validate details and review warning and error messages Messages Currently there are no exceptions to be displayed.



Human Resources Job Aid

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Step	Action
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The **Summary** page displays.

Note: Not all changes will be captured on this page.

Data Change - Data Change		
Active		
< Previous Submit		
Work Location ● Visited	Summary Effective Date 05/21/2026 Effective Sequence 0 <u>Summary of Changes</u> No Summary to display.	Related Information ⓘ
Job Information ○ Not Started		Reference Links 📄 Maintain Teleworkers View Job Details
Salary and Compensation ○ Not Started		
Payroll ○ Not Started		
Employment Data ● Visited		
Benefit Program ○ Not Started		
Validate ● Visited		
Summary ● Visited		

20. Review the **Summary of Changes** if applicable and click the **Submit** button.

< Previous	Submit
-------------------------------	------------------------

The **Submit Confirmation** page displays confirming the change.

Submit Confirmation
✓ The Data Change for Apple Pie has been successfully created.
Apple Pie
For entering or updating ACA related details go to Job Actions Summary and select the related action ACA Eligibility Details.
Job Actions Summary Go To Search Results

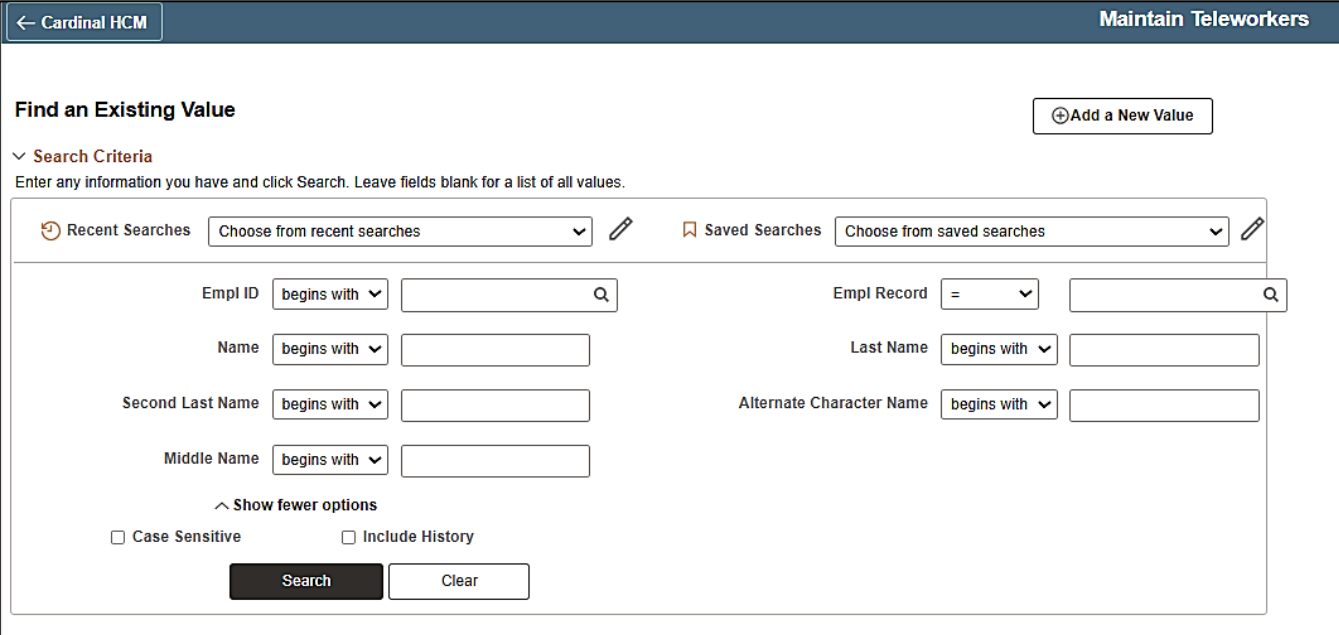


Human Resources Job Aid

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Adding a New Telework Agreement

Utilize the instructions in this section to add a Telework Agreement when one has not existed previously for the employee.

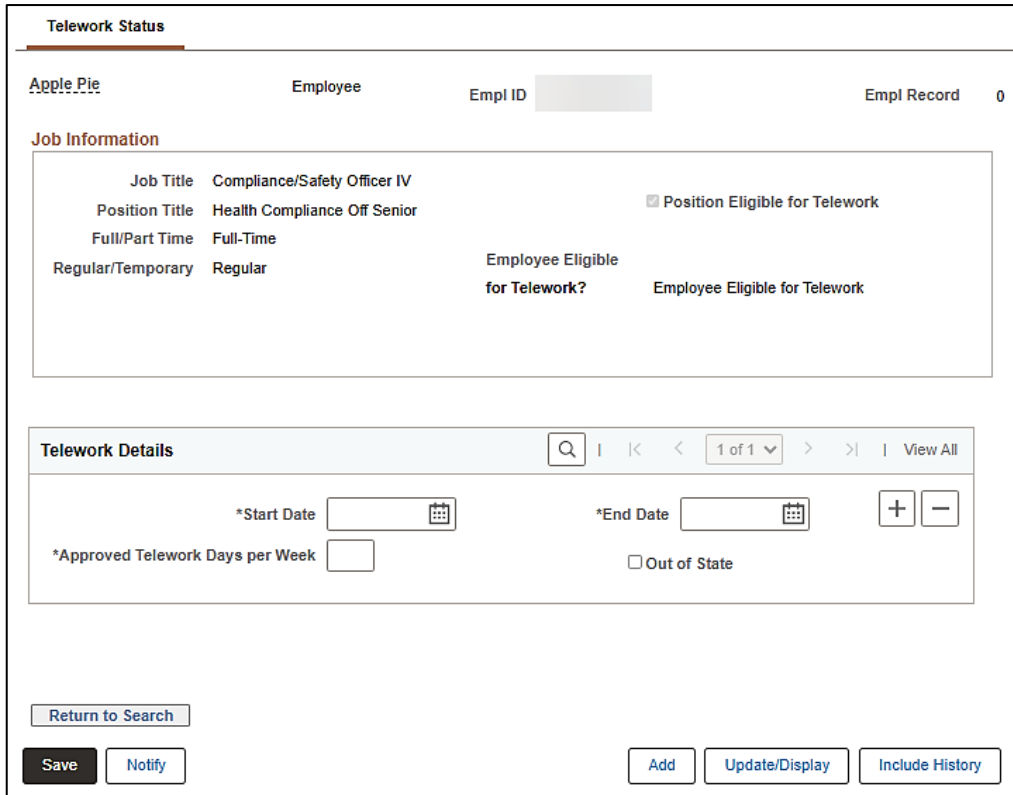
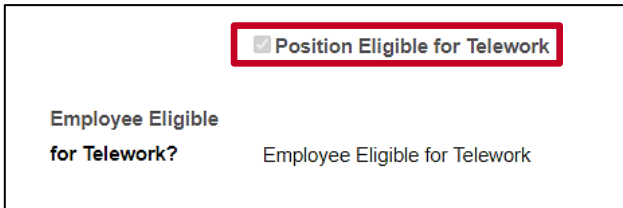
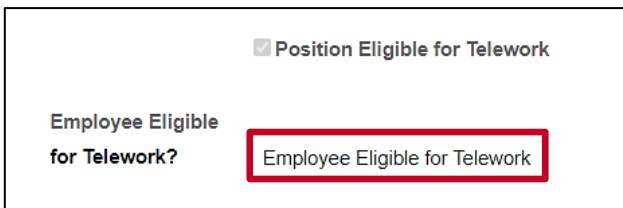
Step	Action
1.	Navigate to the Maintain Teleworkers page using the following path: NavBar > Menu > Workforce Administration > Job Information > Maintain Teleworkers The Maintain Teleworkers Find an Existing Value Search page displays. 
	 For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages located on the Cardinal website in Job Aids under Learning.
2.	Click the Add a New Value button. 



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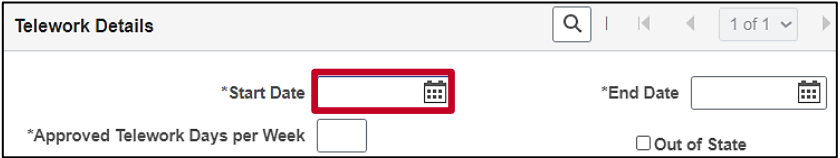
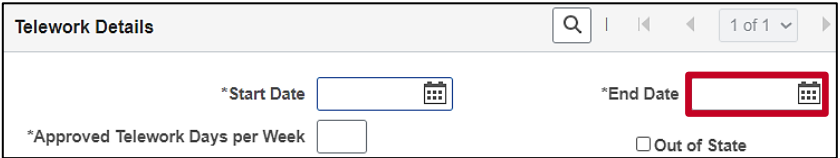
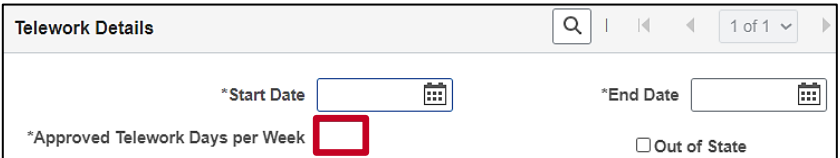
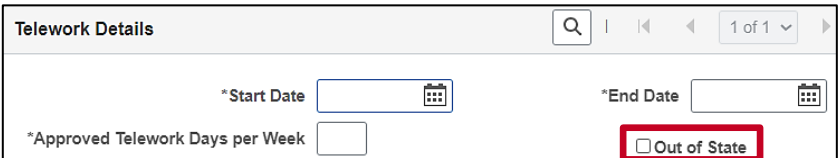
Step	Action
The Maintain Teleworkers Add a New Value page displays. ← Cardinal HCM Maintain Teleworkers Add a New Value Q Find an Existing Value Empl ID *Employee Record Add	
3.	Enter the applicable employee's Employee ID in the Empl ID field. Empl ID
4.	Enter the Employee Record number in the Empl Record field. *Employee Record
5.	Click the Add button. Add

Step	Action
	The Teleworker Status page displays for the selected employee. 
6.	Validate that the Position Eligible for Telework checkbox option is selected. 
7.	Validate that the Employee Eligible for Telework? field displays a value of “Employee Eligible for Telework”. Note: If either of the fields above are ineligible, do not proceed with adding the agreement details. Return to the applicable section in this Job Aid to verify and update the position record or employee job data. 

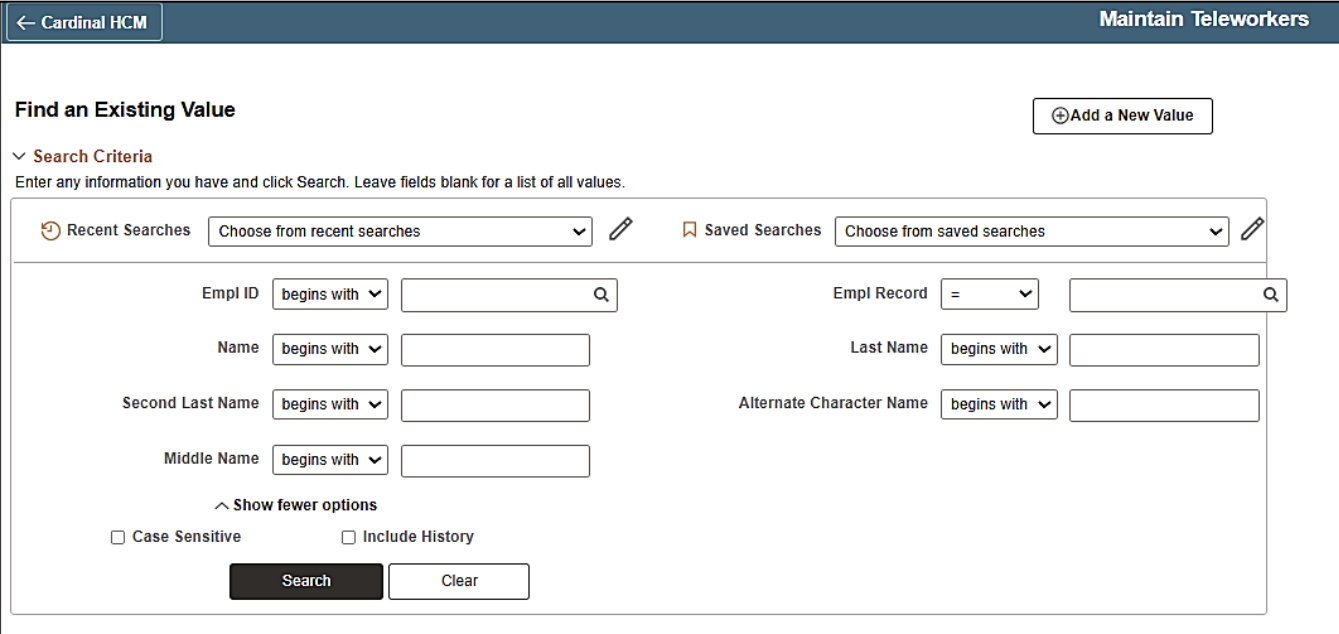


Human Resources Job Aid

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Step	Action
8.	Click the Start Date Calendar icon and select the date that the employee is approved to begin teleworking as indicated on the telework agreement. Note: This field must be completed to save the agreement.  The screenshot shows the 'Telework Details' form. The '* Start Date' field is highlighted with a red box. The '* End Date' field is also visible. The '* Approved Telework Days per Week' field is empty. The 'Out of State' checkbox is unchecked.
9.	Click the End Date Calendar icon and select the date the telework agreement will end. Note: This field must be completed to save the agreement.  The screenshot shows the 'Telework Details' form. The '* End Date' field is highlighted with a red box. The '* Start Date' field is also visible. The '* Approved Telework Days per Week' field is empty. The 'Out of State' checkbox is unchecked.
10.	Enter the number of days the employee will be teleworking per week in the Approved Telework Days per Week field as indicated in the agreement. Note: The field only allows values of "1" through "5" and must be completed to save the agreement.  The screenshot shows the 'Telework Details' form. The '* Approved Telework Days per Week' field is highlighted with a red box. The '* Start Date' and '* End Date' fields are also visible. The 'Out of State' checkbox is unchecked.
11.	If the employee has out of state residency and requires a telework agreement, select the Out of State checkbox option. Otherwise, do not select this checkbox option.  The screenshot shows the 'Telework Details' form. The 'Out of State' checkbox is highlighted with a red box. The '* Start Date' and '* End Date' fields are also visible. The '* Approved Telework Days per Week' field is empty.
12.	Click the Save button.  The screenshot shows two buttons: 'Save' and 'Notify'. The 'Save' button is highlighted with a red box.

Updating an Active Telework Agreement

Step	Action
1.	Navigate to the Maintain Teleworkers page using the following path: NavBar > Menu > Workforce Administration > Job Information > Maintain Teleworkers The Maintain Teleworkers Find an Existing Value Search page displays. 
	 For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages located on the Cardinal website in Job Aids under Learning.
2.	Enter the applicable employee's Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various Name 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. 
3.	Select the Include History checkbox option. 



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Step	Action
4.	Click the Search button. Search Clear
The Telework Status page displays the selected employee's existing telework record. Telework Status Employee Empl ID Empl Record 0 Job Information Job Title Human Resource Analyst II Position Title Human Resources Generalist Full/Part Time Full-Time Regular/Temporary Regular Employee Eligible for Telework? Employee Eligible for Telework Position Eligible for Telework ☒ Telework Details * Start Date 07/01/2025 * End Date 06/30/2026 * Approved Telework Days per Week 2 ☐ Out of State Save Return to Search Notify Add Update/Display Include History	
5.	Confirm that the number in the Empl Record field matches the Employee Record to which the agreement is being added. Telework Status Employee Empl ID Empl Record 0

Step	Action
6.	Click the End Date Calendar icon and select the applicable date. Note: This date should be one day prior to the new agreement start date (“03/31/2026” for this example). Telework Details Q < < 1 of 3 > > View All *Start Date 07/01/2025  *End Date 03/31/2026  + - *Approved Telework Days per Week 2 ☐ Out of State
	Telework agreement dates cannot overlap. Therefore, users must update the existing agreement End Date to the day before the new agreement start date.
7.	Click the Save button. Save Return to Search Notify



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Step	Action
	The Telework Status page refreshes with the updated end date. Telework Status Employee Empl ID Empl Record 0 Job Information Job TitleHuman Resource Analyst II Position TitleHuman Resources Generalist Full/Part TimeFull-Time Regular/TemporaryRegular ☒ Position Eligible for Telework Employee Eligible for Telework? Employee Eligible for Telework Telework Details 1 of 3 > >> View All *Start Date07/01/2025 *End Date03/31/2026 + - *Approved Telework Days per Week2 ☐ Out of State Save Return to Search Notify Add Update/Display Include History
8.	Click the Add a New Row icon (+) within the Telework Details section. Telework Details 1 of 3 > >> View All *Start Date07/01/2025 *End Date03/31/2026 + - *Approved Telework Days per Week2 ☐ Out of State



Human Resources Job Aid

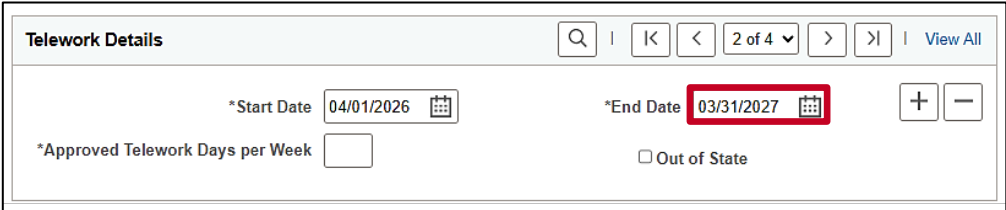
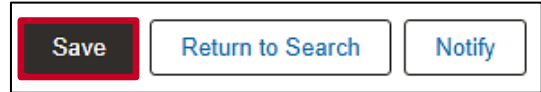
HR351 Managing Employee Teleworker Data

Step	Action
	The Telework Status page refreshes, and a new row displays in the Telework Details section. Telework Status Employee Empl ID Empl Record 0 Job Information Job Title Human Resource Analyst II Position Title Human Resources Generalist Full/Part Time Full-Time Regular/Temporary Regular ☒ Position Eligible for Telework Employee Eligible for Telework? Employee Eligible for Telework Telework Details 2 of 4 View All *Start Date *End Date + - *Approved Telework Days per Week ☐ Out of State Save Return to Search Notify Add Update/Display Include History
	When the new row displays, the row count increments by 1. Telework Details 2 of 4 View All *Start Date *End Date + - *Approved Telework Days per Week ☐ Out of State
9.	Click the Start Date Calendar icon and select the date the employee is approved to begin teleworking as indicated on the new telework agreement. Note: This is required to update the telework agreement. Telework Details 2 of 4 View All *Start Date 04/01/2026 *End Date + - *Approved Telework Days per Week ☐ Out of State

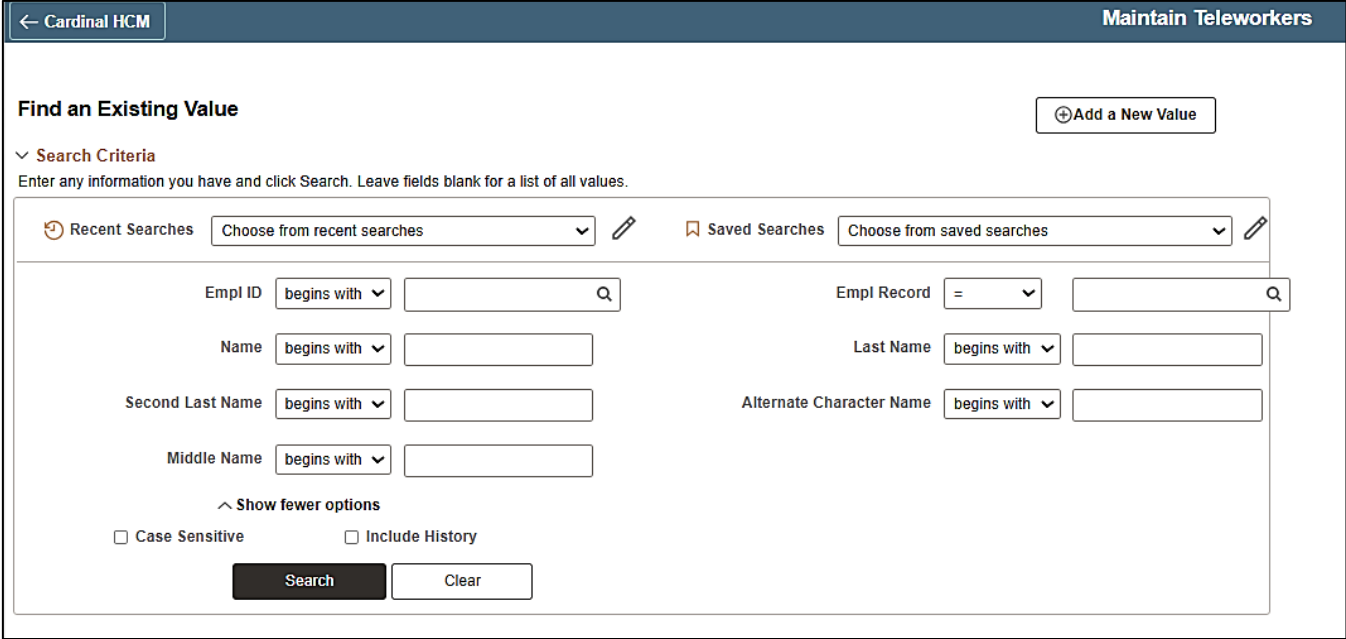


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Step	Action
10.	Click the End Date Calendar icon and select the date the telework agreement will end as indicated on the new telework agreement. Note: This is required to update the telework agreement. 
11.	Enter the number of days the employee will be teleworking per week in the Approved Telework Days per Week field as indicated on the agreement. Note: The field only allows values of “1” through “5” and must be completed to save the agreement. 
12.	If the employee has out of state residency and requires a telework agreement, select the Out of State checkbox option. Otherwise, do not select this checkbox option. 
13.	Click the Save button. 

Updating an Employee to Ineligible for Telework

Step	Action
1.	Navigate to the Maintain Teleworkers page using the following path: NavBar > Menu > Workforce Administration > Job Information > Maintain Teleworkers The Maintain Teleworkers Find an Existing Value Search page displays. 
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages located on the Cardinal website in Job Aids under Learning.
2.	Enter the applicable employee's Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various Name 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. 
3.	Select the Include History checkbox option. 



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Step	Action
4.	Confirm that the number in the Empl Record field matches the Employee Record to which the agreement is being added. Telework Status EmployeeEmpl ID Empl Record 0
5.	Click the Search button. Search Clear

The **Telework Status** page displays for the selected employee.

Telework Status

EmployeeEmpl ID

Empl Record 0

Job Information

Job TitleHuman Resource Analyst II

Position TitleRecruitment Coordinator

Full/Part TimeFull-Time

Regular/TemporaryRegular

☒ Position Eligible for Telework

Employee Eligible for Telework?Employee Eligible for Telework

Telework Details

*Start Date04/01/2026

*End Date03/31/2027

*Approved Telework Days per Week3

☐ Out of State

Save

Return to Search

Notify

Add

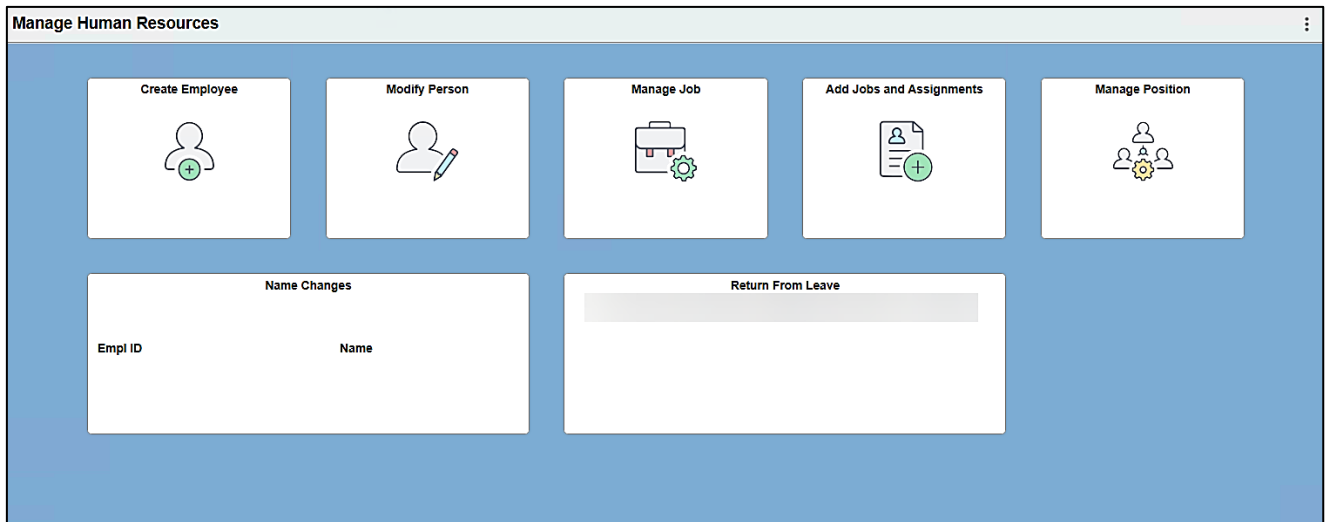
Update/Display

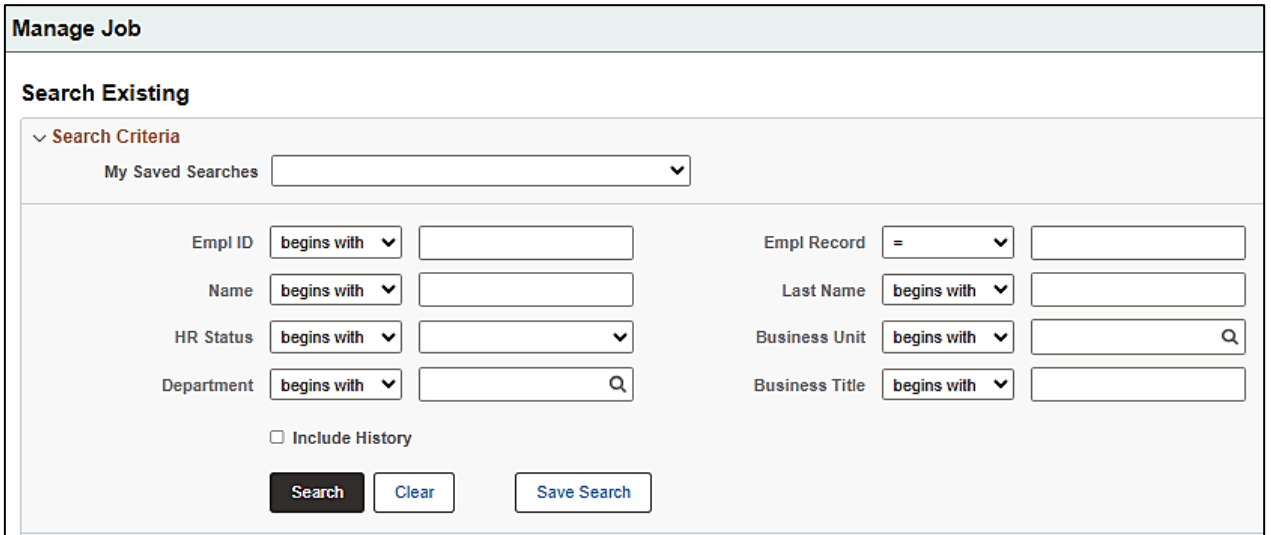
Include History

6.	Click the End Date Calendar icon and select the date that the employee became or will become ineligible for telework ("04/30/2026" for this scenario). Telework Details *Start Date04/01/2026 *End Date04/30/2026 *Approved Telework Days per Week3 ☐ Out of State
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Step	Action
7.	Click the Save button. 
8.	Click the either the Cardinal HCM button or Home button to return to the Cardinal Homepage. 
9.	Navigate to the Job Data page by clicking the Manage Human Resources tile on the Cardinal Homepage . 

The **Manage Human Resources** page displays.

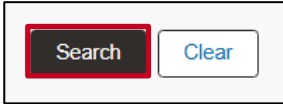


Step	Action
10	Click the Manage Job tile. 
The Manage Job Search Existing page displays. 	
11.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. 
12.	Select the Include History checkbox option. 

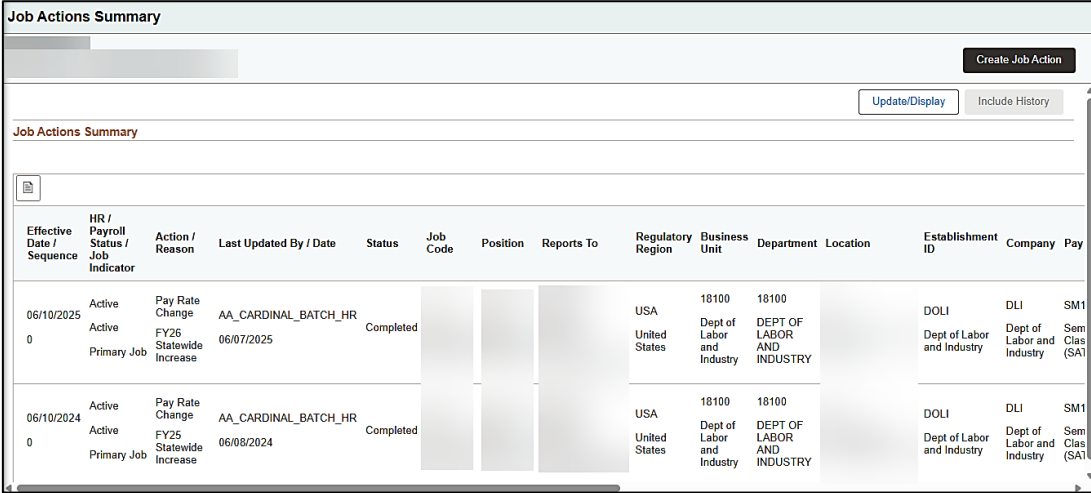


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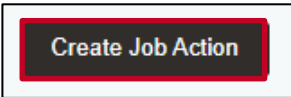
Step	Action
13.	Click the Search button. 

The **Job Actions Summary** page displays for the selected employee.

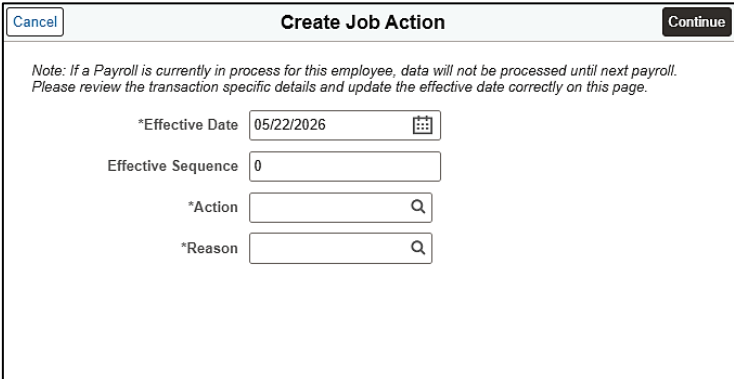


The screenshot shows the 'Job Actions Summary' page. At the top right is a 'Create Job Action' button. Below it are 'Update/Display' and 'Include History' buttons. The main section is a table with the following columns: Effective Date / Sequence, HR / Payroll Status / Job Indicator, Action / Reason, Last Updated By / Date, Status, Job Code, Position, Reports To, Regulatory Region, Business Unit, Department, Location, Establishment ID, Company, and Pay. There are two rows of data, both showing 'Completed' status for a 'Pay Rate Change' action.

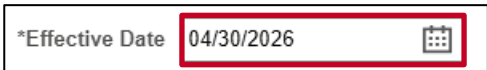
Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Last Updated By / Date	Status	Job Code	Position	Reports To	Regulatory Region	Business Unit	Department	Location	Establishment ID	Company	Pay
06/10/2025 0	Active Primary Job	Pay Rate Change FY25 Statewide Increase	AA_CARDINAL_BATCH_HR 06/07/2025	Completed				USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Sem Clas (SA)
06/10/2024 0	Active Primary Job	Pay Rate Change FY25 Statewide Increase	AA_CARDINAL_BATCH_HR 06/08/2024	Completed				USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Sem Clas (SA)

14.	Click the Create Job Action button to add a new effective dated row. 
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The **Create Job Action** page displays in a pop-up window.



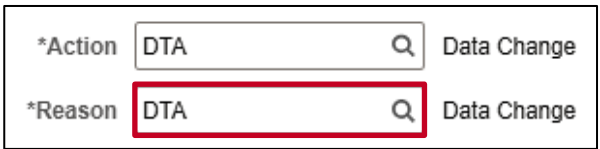
The screenshot shows the 'Create Job Action' pop-up window. It has a 'Cancel' button on the top left and a 'Continue' button on the top right. A note states: 'Note: If a Payroll is currently in process for this employee, data will not be processed until next payroll. Please review the transaction specific details and update the effective date correctly on this page.' Below the note are four fields: '*Effective Date' with a calendar icon, 'Effective Sequence' with a text input, '*Action' with a dropdown menu, and '*Reason' with a dropdown menu.

15.	Click the Effective Date Calendar icon and select the date that the employee became ineligible for telework. 
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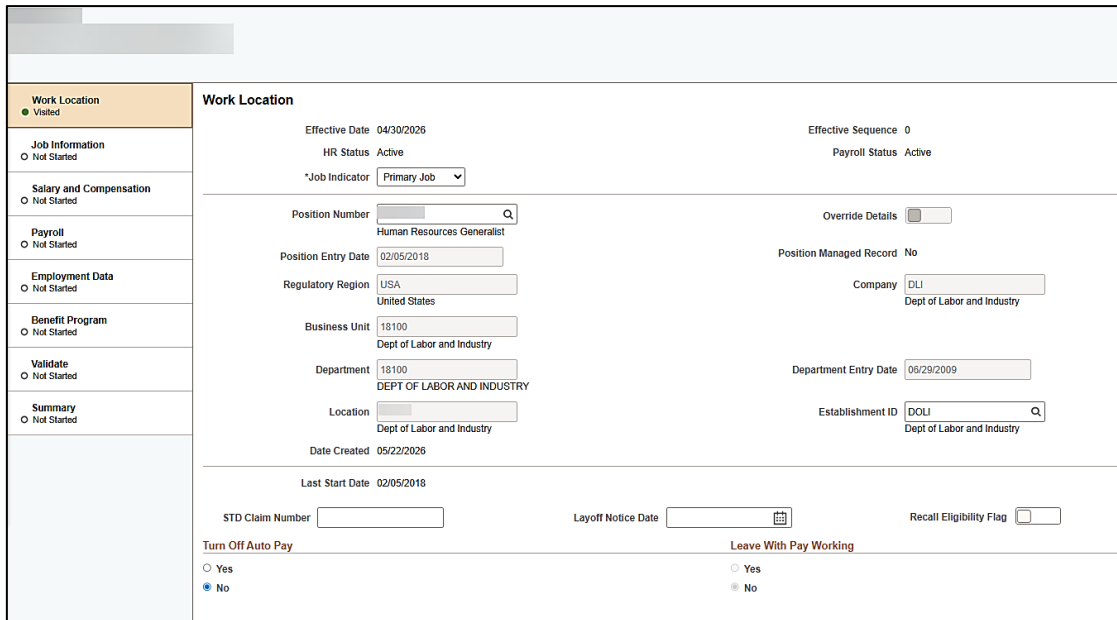


Human Resources Job Aid

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Step	Action
16.	The Effective Sequence field will auto-populate based on the effective date and does not need to be updated. 
17.	Click the Action dropdown button and select “Data Change”. 
18.	Click the Reason dropdown button and select “Data Change”. 
19.	Click the Continue button. 

The **Work Location** page displays.

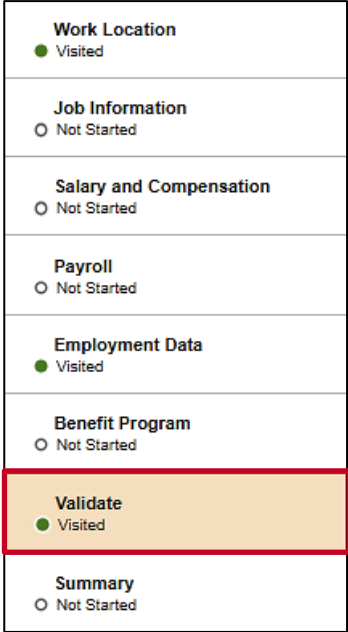
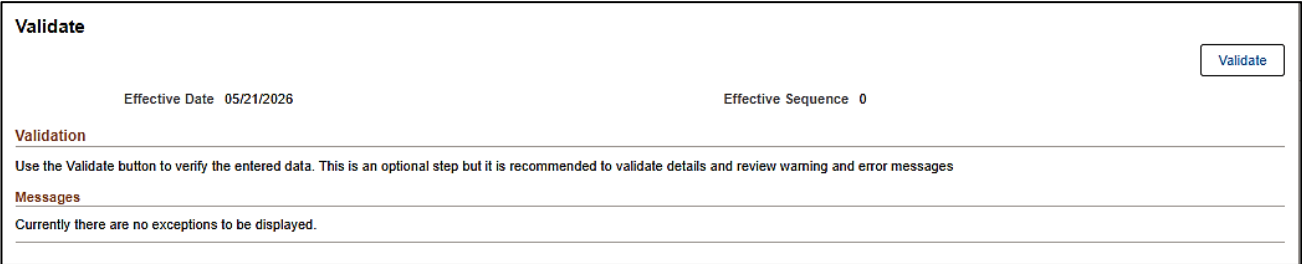




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Step	Action
20.	Click the Employment Data tab. Work Location ● Visited Job Information ○ Not Started Salary and Compensation ○ Not Started Payroll ○ Not Started Employment Data ● Visited Benefit Program ○ Not Started Validate ○ Not Started Summary ○ Not Started
The Employment Data page displays. Work Location ● Visited Job Information ○ Not Started Salary and Compensation ○ Not Started Payroll ○ Not Started Employment Data ● Visited Benefit Program ○ Not Started Validate ○ Not Started Summary ○ Not Started Employment Data Organizational Instance Instance Record 0 Original Start Date 10/10/2017 ☐ Override First Start Date 10/10/2017 Last Start Date 10/10/2017 Termination Date Org Instance Service Date 10/10/2017 ☐ Override 8 Years 7 Months 12 Days Organizational Assignment Data Instance Record Last Assignment Start 10/10/2017 First Assignment Start 10/10/2017 Assignment End Date Company Seniority Date 09/10/1997 ☐ Override 28 Years 8 Months 12 Days Benefits Service Date 10/10/2017 ☐ Override 8 Years 7 Months 12 Days Probation Date VSDP Sick/PER Leave Eff Date 10/10/2017 Continuous State Service Date 10/10/2017 Previous State Service Months 0 Annual Leave Eligibility Date 09/10/1997 Veteran's Service Credit Months 241 Total Service Credit Months 241 *Employee Eligible for Telework? Employee Eligible for Telework Tenure Status/Contract Type Alternate Leave Plan Alternate Work Schedule VSDP Enroll Date 10/10/2017 Agency Use Field 1 Agency Use Field 2 Agency Use Field 3	
21.	Click the Employee Eligible for Telework? dropdown button and select “Employee Inelig for Telework”. *Employee Eligible for Telework? Employee Inelig for Telework

Step	Action
22.	Click the Validate tab. 
The Validate page displays. 	
23.	Review the Validate page and click the Validate button. Note: Users should validate every transaction to review and address any warnings and/or errors that may have occurred. Warnings can be bypassed, but errors must be addressed before submitting. 



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Step	Action
24.	After validation, click the Summary page. Work Location ● Visited Job Information ○ Not Started Salary and Compensation ○ Not Started Payroll ○ Not Started Employment Data ● Visited Benefit Program ○ Not Started Validate ● Visited Summary ● Visited The Summary page displays. Note: Not all changes will be captured on this page. Data Change - Data Change Active Work Location ● Visited Job Information ○ Not Started Salary and Compensation ○ Not Started Payroll ○ Not Started Employment Data ● Visited Benefit Program ○ Not Started Validate ● Visited Summary ● Visited Summary Effective Date 05/21/2026 Effective Sequence 0 Summary of Changes No Summary to display. Related Information Reference Links Maintain Teleworkers View Job Details < Previous Submit 25. Review the Summary of Changes if applicable and click the Submit button. < Previous Submit



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Step	Action
	The Submit Confirmation page displays confirming the change. Submit Confirmation ✓ The Data Change for Apple Pie has been successfully created. Apple Pie For entering or updating ACA related details go to Job Actions Summary and select the related action ACA Eligibility Details. Job Actions Summary Go To Search Results



Employee Eligible for Telework? Values and Descriptions

Telework Eligibility Status	When to Use
Employee Eligible for Telework	Required when an employee is eligible to telework.
Employee Inelig for Telework	Required if the employee is Not eligible for telework.
Mobile Worker	Select if the employee works a clear majority of their planned schedule in the "field". A Telework agreement is Not required and cannot be entered.