

Managing Position Data Overview

Positions are required and tracked, whether they are vacant or filled. Agencies will continue to utilize Agency-specific systems or paper forms outside of Cardinal to capture position information and route for approvals (e.g., Agency budget, HR approvals) within the Agency. The Position Number is unique for each Agency and begins with the Cardinal three-digit Company code that represents the Agency. The Position Number is needed before adding or cloning a position.

Positions are created before an employee is hired. Once hired, an employee is associated to the position for which they were hired, and additional Job Data information is completed. The Job Data information inherits the Position Data that is selected at the time of adding a new hire or when moving an employee into a new position. Details or information regarding the position are first changed at the position level and are then conveyed to the associated employee's Job Data record.

Cardinal position management supports Human Resources, Benefits, Time and Attendance, and Payroll. COVA uses positions to track the details of a specific job in a department or location that typically has a one-to-one relationship with employees. On occasion, there may be multiple employees using the same Position Number. If the position headcount is less than the number of employees, a warning message will appear on Job Data. Data is attached to the positions, and employees move in and out of those positions. If a pay reduction is required, make sure it is in accordance with DHRM Policy 1.60 and 3.05 and use Position Action of "POS/DIP".

Dual Incumbency vs Pooled Positions:

Dual incumbering positions is necessary when the current incumbent has announced retirement/resignation, and the Agency is able to hire or transfer in a replacement prior to the separating employee's effective date. The position Max Headcount field will remain "1". The position is funded for 1 headcount in accordance with Agency budget and Employment Resource Levels (ERL). The Agency must follow DHRM Hiring Policy 2.10 for classified positions, or the Agency specific Hiring Policy for non-classified positions.

Pooled Positions are strategically developed to hold multiple incumbents in active jobs for a specific purpose, such as for health benefits only (i.e., VRS Retirees), or to record other Agency fringe benefits that require W2 reporting. Some Pooled Positions contain nomenclature such as XXXORP00, VRARET00. Some higher education Agencies also use pooled positions for multiple student wage jobs, which may be acceptable since wage pay and ChartField allocation is determined based on timesheet recordation. Generally, pooled positions are not recommended for active salaried and wage employment. When Pooled Positions are used, the Position Max Headcount should be set at the appropriate number based on Agency needs.

Job Codes:

If a new Job Code is required, work with DHRM to add the required Job Code prior to entering the new position. If a Job Code is changed on a position that affects an incumbent, it may be necessary to then enter the related compensation change on the incumbent's job record.



If position level funding is utilized, review the ChartField distribution when changing position attributes using the Job Aid titled **HR351 Position ChartField Assignment and Update**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**. This data is exclusively maintained by employees with security access to the Department Budget Table.

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

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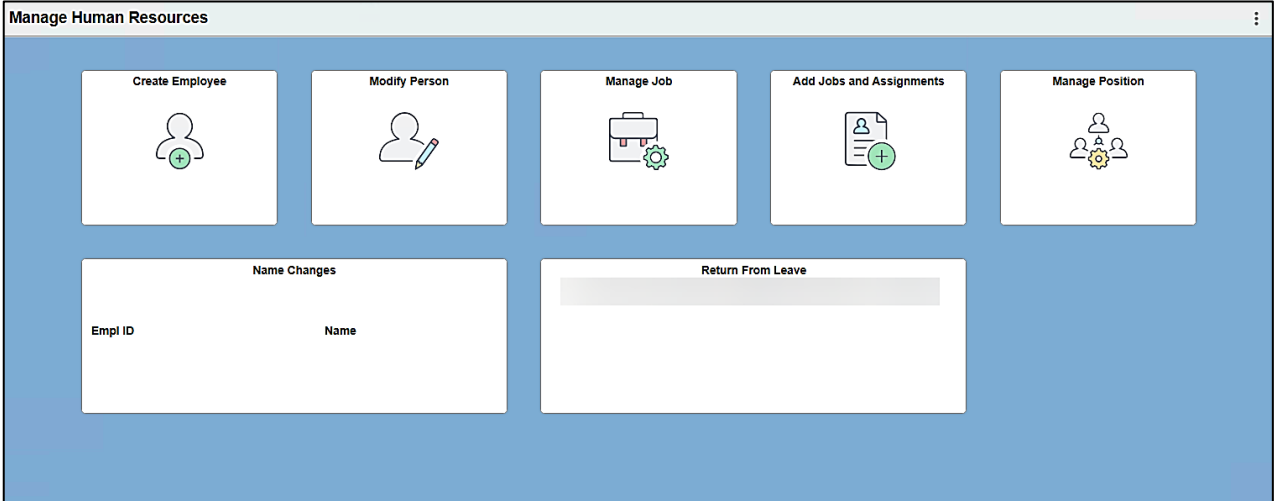


Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/13/2026	Information added to Overview section and Max Head Count field comments regarding Dual Incumbency and Pooled Positions.
1/9/2026	Note added to the USA fields in the Position Data Header Fields section regarding FLSA Status changes.
7/25/2025	Added an explanation note in Section 3 after Step 10 regarding a new Position Effective Date error.
12/3/2024	Baseline.

Creating a Position

Use this process to create a new position in Cardinal.

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 Position Search page displays. Manage/Create Position Manage Position + Add New ▼ Search Criteria My Saved Searches Position Number begins with Description begins with Business Unit begins with Department begins with Position Status begins with Reports To Position Number begins with ☐ Include History Search Clear Save Search
3.	Click the Add New button. Manage/Create Position Manage Position + Add New
	The Create Position page displays. Create Position Search Existing Position Number Effective Date 03/30/2026 Calendar Effective Sequence 0 Reason Code NEW Add

Step	Action
4.	Enter the applicable Position Number in the Position Number field. Create Position  Search Existing Position Number DLI09999
	Do not use the “ORP” designator in any Position Number for active employment as this is reserved for ORP retirees and will result in data being omitted from queries and extracts.
5.	The Effective Date field must be updated to the applicable effective date for the new position as needed using the Calendar icon and must be: a. Greater than or equal to the effective date of the position’s Job Code (which is maintained by DHRM) AND b. Less than or equal to the effective date of any employee job transaction(s) Effective Date 03/30/2026 
	For further information on effective dating, refer to the Job Aid titled HR351 Overview of Effective Dating. This Job Aid can be found on the Cardinal website in Job Aids under Learning.
6.	Click the Add button. Add

Step	Action
The Create Position page displays with the Position Data tab displayed by default.	
1 Position Data Visited 2 Additional Information Not Started 3 Budget Incumbents Not Started 4 Review and Submit Not Started Step 1 of 4: Position Data COV Specific Position Data 1 Appointed Category N/A Supervisor Position *Position Months Effective Date 03/30/2026 Effective Sequence 0 Critical/Hard to Hire N VPA Covered ☐ SOEI Required ☐ Review Date Reason Code NEW New Position Approval Status Not Available Position Information *Filed Status Approved *Status Active Action Date 03/30/2026 Key Position ☐ Budgeted Position ☒ Confidential Position ☐ Max Head Count 1 Status Date 03/30/2026 Job Sharing Permitted ☐ Available for Telework ☐ i Various fields can be (or must be) entered on Step 1 of 4: Position Data. It is important to review all the fields on each step (in order) as some fields are dependent on others. Review the following tables for information related to each field.	

Position Data Header Fields

Note: Users will see various fields with Toggles. When “unchecked”, this field is “No”, and when “checked”, this field is “Yes”. In the **Value** column of the **Position Data Header Fields** section, the value for Toggles will be listed as “Y/N”



Toggle “checked” = “Y” (Yes)



Toggle “unchecked” = “N” (No)

COV Specific Position Data 1 screenshot:

COV Specific Position Data 1

Appointed Category

N/A

Supervisor Position

*Position Months

Effective Date

03/30/2026

Effective Sequence

0

Critical/Hard to Hire

N

VPA Covered

☐

SOEI Required

☐

Review Date

Reason Code

NEW New Position

Approval Status

Not Available

COV Specific Position Data 1 fields:

Field	Required	Value	Description	Comments
Appointed Category	N	Governor Appointed Board Appointed Elected Official Legislative Not Applicable	For "At Will" positions, select the applicable Appointed Category Classified, ungraded, and faculty positions should be left as "N/A"	Defaults to "N/A" Update as needed
Critical/Hard to Hire	Y	Y/N	Used to indicate that the position is critical/hard to fill due to market availability	Defaults to "N" (No) Update as needed To be used for exceptional recruitment/retention pay action verifications
Supervisor Position	N	Position Number	Provides the Position Number of the employee's daily/operational supervisor	Optionally enter the Position Number This can be different than the Reports To
VPA Covered	N	Y/N	Used to indicate if the position is covered by the Virginia Personnel Act (VPA) For all classified positions, this must be "Yes" For all other positions this must be "No" Incorrect data will result in inaccurate report results	Defaults to "No" Update as needed
SOEI Required	Y	Yes/No	Y = Yes: Statement of Economic Interest is required N = No: Statement of Economic Interest not required	Defaults to "No" Update as needed



Human Resources Job Aid

HR351 Managing Position Data

Field	Required	Value	Description	Comments
Position Months	Y	Numeric	Number of months per year that the position will be filled	Enter the number of months per year that the position will be filled
Review Date	N	Date	Next date the position is to be reviewed due to prevailing circumstances at the time of establishment (e.g., funding from sources of an indeterminate duration)	Optionally enter/select a review date for the position
Effective Date	Y	Date	Effective dates are used to store historical, current, and future information for the position	Read-only Defaults from previous entry
Reason Code	Y	Code	Action Reason Code used to describe the type of changes being made to the position	Read-only Defaults from previous selection on the Request Details page Defaults to NEW when creating or cloning a position
Effective Sequence	Y	Incremental Number	Effective sequence tracks the sequence of changes in rows with the same effective date for transactional history	Read-only Systematically assigned as applicable
Approval Status			Not utilized in Cardinal Once the position is saved, will display as "Approved"	Read-only

Position Information section screenshot:

Position Information

*Filed Status Approved

*Status Active

Action Date 03/30/2026

Key Position ☐

Budgeted Position ☒

Confidential Position ☐

Max Head Count 1

Status Date 03/30/2026

Job Sharing Permitted ☐

Available for Telework ☐



Human Resources Job Aid

HR351 Managing Position Data

Position Information fields:

Field	Required	Value	Description	Comments
Filed Status	Y	Approved Frozen Proposed	Current status of the position	Defaults to "Approved" Update as needed Frozen positions continue to populate and count towards strength reports Proposed is not used in Cardinal
Status	Y	Active/Inactive	Current status of "Active" or "Inactive" for the position	Defaults to "Active" Inactive positions do not populate to strength reports Positions cannot be abolished in Cardinal, use "Inactive" instead
Action Date	N	Date	Provides the date for the update action	Defaults to the current system date Do not change
Max Head Count	Y	Numeric	The number of employees that can be assigned to the position (positions normally have a one-to-one relationship with employees) unless the position permits job sharing or can be assigned to multiple incumbents	Defaults to "1" Update to the applicable count if the position permits job sharing or will be assigned to multiple incumbents (e.g., Dual Incumbency or Pooled Positions – please refer to the Overview section of this Job Aid)
Status Date	N	Date	Date that the current status was applied to the position	Defaults to the current system date Update as needed
Key Position	N	Yes/No	Indicates whether the position is a key position	COVA is not currently using this field



Human Resources Job Aid

HR351 Managing Position Data

Field	Required	Value	Description	Comments
Budgeted Position	Y	Yes/No	Indicates whether the position is part of the Agency budget	Defaults to "Yes" Update as needed
Confidential Position	N	Yes/No	Indicates whether the position is a confidential position (e. g., undercover officers)	Defaults to "No" Update as needed If confidential position is checked, the position nor incumbents will be reported out in the Active directory or employee directory extracts
Job Sharing Permitted	N	Yes/No	Indicates whether job sharing is permitted for the position	Defaults to "No" Update as needed
Available for Telework	Y	Yes/No	Indicates whether the position is available for telework	Defaults to "No" Update as needed

Job Information section screenshot:

Job Information

*Business Unit

18100

Q

*Job Code

Q

*Regular/Temporary

*Regular Shift

Not Applicable

*Title

Dept of Labor and Industry

*Full/Part Time

Full-Time

Union Code

Q

Short Title

Description

Job Information fields:

Field	Required	Value	Description	Comments
Business Unit	Y	5-Digit Numeric Code	Indicates the Business Unit associated with the position The Business Unit drives the first three alpha-characters of the Position Number	Defaults to the user's Business Unit and can only be updated if the user has access to multiple Business Units – currently the Agency number (3 digits with two 00s added at the end)



Human Resources Job Aid

HR351 Managing Position Data

Field	Required	Value	Description	Comments
Job Code	Y	5-Digit Numeric Code and associated Job Title	Indicates the unique code and title associated with a specific job For more information regarding Agency Heads and Classified job codes, see the Job Aid titled HR351 Overview of SOC and Job Code Combinations	All Wage Job Codes must begin with a W Only Classified Job Codes are to be used for VPA covered positions Do not use Classified Job Codes for non-VPA positions Prior to updating, make a note of the current values in the Regular/Temporary, Full/Part Time, and FLSA Status fields as these values may need to be re-applied after updating the Job Code Note: This is the title that appears on most reports
Regular/Temporary	Y	Regular Restricted Temporary	Indicates whether the position is regular, restricted, or temporary	Select the applicable value
Regular Shift	Y	Defaults	This field is not utilized in Cardinal	Defaults to "Not Applicable" Do not change
Title	Y	Defaults	Provides the Title associated with the Job Code	Update as needed to reflect the working title



Human Resources Job Aid

HR351 Managing Position Data

Field	Required	Value	Description	Comments
Full/Part Time	Y	Full-Time Part-Time Quasi	Indicates whether the position is a full-time, part-time, or quasi position	If changing the position's Job Code, this field will default to "Full-Time" If the incumbent is a quasi or part-time employee, verify this field is updated The Full/Part Time field for the position can and should be adjusted accordingly
Union Code	N		This field is not utilized in Cardinal	
Short Title	N	5-Digit Numeric Code	Defaults from the Job Code	Do not update
Description	N	Defaults	Defaults from Job Code	Update as needed to reflect the working title The KSA can be populated if desired. This field allows for more than 250 characters

Work Location section screenshot:

Work Location	
*Reg Region	USA
*Department	
Location	
Reports To	
Supervisor Level	
United States	*Company
	Dot-Line
	Security Clearance



Human Resources Job Aid

HR351 Managing Position Data

Work Location fields:

Field	Required	Value	Description	Comments
Reg Region	Y	Defaults	Indicates the work location region	Defaults to "USA" Do not change as this affects Federal Government reporting
Department	Y	Max 10-digit numeric code	Indicates the position's department	Select the appropriate Department Note: When changing the department for an existing position, department/position level funding may need to be established
Location	Y	3–5-digit alpha-numeric code	Indicates the physical work location for the position (where the incumbent sits or works), which impacts whether the salary plan is SW or NV for classified salary grades Location code also impacts Healthcare Plan eligibility coverage If telework, consider and designate region of Commonwealth in which incumbent teleworks	Select the appropriate Location Location codes will determine COVA salary plans and benefits eligibility



Human Resources Job Aid

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Field	Required	Value	Description	Comments
Reports To	Y	Position Number	Used to establish reporting relationships. Integrates with Cardinal Financial system	Enter the position's Reports To Position Number Note: If the Reports To position is temporarily vacant or on a Leave of Absence, approvals will route to the next higher-level Reports To position. This impacts Time and Attendance Approvals Note: If a Circular Structure is in place (e.g., Assistant Commissioner reports to CFO and CFO reports back to Assistant Commissioner), at least one of those positions must be filled It is simply best to avoid Circular Reports To Structure whenever possible
Supervisor Level	Y	1 digit alpha-character code	Indicates the supervisory level for the position (Employee, Faculty, Manager, or Supervisor)	Enter the position's supervisor level
Company	Y	3-digit alpha-numeric code	Defaults from the Business Unit	Same 3 characters used to establish the Position Number
Dot-Line	N	Position Number	Used to indicate that this position has a dotted line reporting relationship to another position	Enter the Position Number to which this position has a dotted line relationship as applicable Does not impact TA Approval



Human Resources Job Aid

HR351 Managing Position Data

Field	Required	Value	Description	Comments
Security Clearance	N	Code	Used to identify the required security clearance for the position holder as applicable	This field is not utilized in Cardinal

Salary Plan Information section screenshot:

Salary Plan Information

Salary Admin Plan
Grade

Standard Hours
Step

Work Period Weekly

Mon
Tue
Wed
Thu
Fri
Sat
Sun

Salary Plan Information fields:

Field	Required	Value	Description	Comments
Salary Admin Plan	Y	2-digit alpha-character code	Defaults from Job Code As designated on Salary Plan table, which correlates with respective Job code SET ID = STATE derives classified salary plan when respective job code is selected Alternate Salary Plan requires DHRM approval and designation of Agency specific SET ID	Read-only



Human Resources Job Aid

HR351 Managing Position Data

Field	Required	Value	Description	Comments
Grade	Y	Numeric code	Defaults from Job Code As designated on Salary grade table and correlates with Salary Plan/Job Code For alternate salary plans with DHRM approved Alternate Grades, only DHRM has access to designate a position with an Alternate Grade	Read-only
Standard Hours	Y	Number (in Hours)	Defaults from Job Code	Defaults to 40 hours and should not be changed on the position This must only be changed on the incumbent's job record for Quasi or PT status
Step	Y	Numeric code	Defaults from Job Code Alternate salary plan and use of steps require Agency specific SET ID Once alternate SET ID is established, (PPS request) Agency will have ability to create steps within the min and max thresholds of the STATE Grade	Update as needed
Work Period	Y	Defaults	Defaults from Job Code	Do not change Daily hours fields can be viewed if the work period is "Weekly" This does not impact the schedule the employee will work in TA

USA section screenshot:

USA

FLSA Status

Nonexempt ▼

Bargaining Unit

8888

Q

USA fields:

Field	Required	Value	Description	Comments
FLSA Status	Y	Defaults	Fair Standards Labor Act (FLSA) Values are "Nonexempt" or "Professional"	This will need to be correct because it will impact PY and TA if using the functionality It will impact reporting for all Agencies Professional = Exempt Note: If an update is made to the Job Code field, this field will default to "Nonexempt" Note: If the FLSA Status field is being updated intentionally, Payroll Agencies must ensure that the effective date of the change is equal to the first day of the Agency's FLSA work week
Bargaining Unit	Y	Defaults to "8888"	This field is not utilized in Cardinal	Do not change

Step	Action
	The Specific Information section is not completed on this page but is utilized in the next section.



COV Specific Position Data 2 section screenshot:

COV Specific Position Data 2

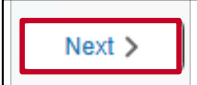
SOC Code/Extension	Privatization ☐
*EEO-4 Job Category	Fingerprinting Required ☐
*Workers' Comp Code	Safety Sensitive Position ☐
Alternate Work Schedule ☐	Physical Requirements/Restrict ☐
Language ☐	Certifications ☐
Agency Use 1	License 1
Agency Use 2	License 2
Agency Use 3	License 3

COV Specific Position Data 2 fields:

Field	Required	Value	Description	Comments
SOC Code/Extension	Y	Numeric (ignore punctuation) Ex: 11-1021.125 the SOC code is 111021125	Used to identify the Federal Standard Occupational Classification (SOC) code For more information, see Job Aid titled HR351 Overview of SOC and Job Code Combinations	This field is required for Classified and Agency Head employees It is optional for all other employee types
EEO-4 Job Category	Y	1 = Officials and Administrators 2 = Professional 3 = Technicians 4 = Protective Service 5 = Paraprofessional 6 = Office/Clerical 7 = Skilled Craft 8 = Service Maintenance N = No EEO-4 Reporting	Equal Employment Opportunity Occupational Code (EEO) Federal code associated with this position Code identifies the primary occupational activity of the employee	Select the appropriate EEO-4 Job Category The default value for all job codes will be "N" if Agency does not override the value

Field	Required	Value	Description	Comments
Workers' Comp Code	Y	Code	The Workers' Compensation hazard code identifies the type of work being performed for the purpose of determining the Agency's WC premium and claims experience modification factor	Codes are on the DHRM website on the Workers' Compensation page
Alternate Work Schedule	N	Yes/No	Designates whether the employee is actively working an Alternate Work Schedule This field must be set to "Yes" before the Employee Alternate Work Schedule field can be set to "Yes" on the Job record	Defaults to "No" Update as needed
Language	Y	Yes/No	Used to indicate if the position has a specific language requirement (other than English)	Defaults to "No" If updated to "Yes", enter the applicable information into the Comments field
Agency Use 1-3	N		Optional free form entry fields that can be used as desired by the Agency to capture unique Agency needs	Enter the applicable information in these fields as needed. Custom field that has been built for the Commonwealth
Privatization	Y	Yes/No	Indicates if the position was abolished (inactive) because the position/job has been privatized	Defaults to "No" Do not update when creating a new position
Fingerprinting Required	Y	Yes/No	Used to indicate if fingerprinting/background is required for the position	Defaults to "No" Update as needed Custom field that has been built for the Commonwealth

Field	Required	Value	Description	Comments
Safety Sensitive Position	Y	Yes/No	Used to indicate whether the position is considered by the Agency to be Safety Sensitive (refer to DHRM policy 2.10 – What is a Sensitive Position)	Defaults to “No” Update as needed Custom field that has been built for the Commonwealth
Physical Requirements	Y	Yes/No	Used to indicate if there are any physical requirements (such as a requirement to lift heavy objects) for the position	Defaults to “No” If updated to “Yes”, enter the applicable information into the Comments field Custom field that has been built for the Commonwealth
Certifications	Y	Yes/No	Used to indicate if there are any certifications required for the position	Defaults to “No” If updated to “Yes”, enter the applicable information into the Comments field Custom field that has been built for the Commonwealth
License 1-3	N		Optional fields that can be used by the Agency to designate up to three licenses associated with the position	Enter the applicable license information in these fields as needed Custom field that has been built for the Commonwealth

Step	Action
7.	Click the Next button in the top right-hand corner of the Position Data page. 



Step	Action
The Create Position page refreshes with Step 2 of 4: Additional Information displayed.	
Create Position Position Number DL100999 Headcount Status Open Current Head Count 0 < Previous Next > 1 Position Data Visited 2 Additional Information Visited 3 Budget Incumbents Not Started 4 Review and Submit Not Started Step 2 of 4: Additional Information Effective Date 03/30/2026 Reason Code NEW New Position Effective Sequence 0 Approval Status Not Available Specific Information Mail Drop ID Telephone Drug Program No Signature Authority Education and Government Position Pool ID Calc Group (Flex Service) *Pre-Encumbrance Indicator Encumber Immediate Academic Rank *Encumber Salary Option Salary Step FTE 0.000000 *Classified Indicator Classified Adds to FTE Actual Count ☐	

Specific Information section screenshot:

Specific Information	
Mail Drop ID	Telephone
Drug Program No	Signature Authority

Specific Information fields:

Field	Required	Value	Description	Comments
Mail Drop ID	N	Mail Drop ID	Used to enter the mail drop ID assigned to this position if applicable	Optionally enter as applicable Not utilized in Cardinal
Telephone	N	Telephone Number	Used to enter the work phone number assigned to this position if applicable	Optionally enter as applicable Not utilized in Cardinal
Drug Program	Y	Yes/No	Indicates if the position requires drug testing. (e.g., CDL driver)	Defaults to "No" Update as needed
Signature Authority	N		Indicates the signature authority assigned to the position if applicable	This field is not utilized in Cardinal



Education and Government section screenshot:

Education and Government

Position Pool ID

*Pre-Encumbrance Indicator

*Encumber Salary Option

*Classified Indicator

Calc Group (Flex Service)

Academic Rank

FTE

Adds to FTE Actual Count ☐

Step	Action
	Only the FTE field in the Education and Government section is used, and it defaults to "1.000000". See the table below for additional information for the FTE field. Do not update any fields in this section. Education and Government Position Pool ID *Pre-Encumbrance Indicator Encumber Immediately *Encumber Salary Option Salary Step *Classified Indicator Classified Calc Group (Flex Service) Academic Rank FTE 1.000000 Adds to FTE Actual Count <input type="radio" value="No"/>

Education and Government fields:

Field	Required	Value	Description	Comments
FTE	Y	1.000000 for salaried. Agency discretion for wage/hourly positions	In sync with Standard Hours field above, defaults to 1.000000 FTE	Standard Hours and FTE should only be adjusted on Job Data for quasi and part-time FTE for wage/hourly positions is Agency discretion

Step	Action
8.	Click the Next button in the top right-hand corner of the page after all required reviews and updates are completed for the Additional Information page. < Previous Next >

The **Create Position** page displays with **Step 3 of 4: Budget Incumbents** displayed.

Create Position
Position Number DLI00999
Headcount Status Open
Current Head Count 0

< Previous
Next >

1 Position Data
Visited

2 Additional Information
Visited

3 Budget Incumbents
Visited

4 Review and Submit
Not Started

Step 3 of 4: Budget Incumbents
Effective Date 03/30/2026 Reason Code NEW New Position
Effective Sequence 0 Approval Status Not Available
Current Budget
Head Count 0 Amount 0.000
Current Budget FTE 0.00
Incumbents
Update Incumbents ☒
Include Salary Plan/Grade ☒
Force Update for Title Changes ☐
Current Incumbents



Although most fields and data on the **Budget Incumbents** step of the **Create Position** page are read-only, it is still important to review every field. The following screenshot and table provide a brief description of each field along with other important information regarding whether updates can be made.

Budget Incumbents sections screenshot:

Current Budget
Earnings 0.000 Cdn Tax 0.000
Deductions 0.000 Total 0.00
Tax 0.000

Incumbents
Update Incumbents ☐ Yes ☐ No
Include Salary Plan/Grade ☐ Yes ☐ No
Force Update for Title Changes ☐ No

Current Incumbents

1 row

Name	Empl ID	Empl Record	Full/Part	Std Hrs/Wk	Effective Date	Action	Action Reason	Override Position Data	Job Data
HREE4 01HR0101		0	Full-Time	40.00	05/07/2020	Rehire	Rehire	N	Job Data

Budget Incumbents fields:

Field	Required	Value	Description	Comments
Current Budget fields			Displays the current budget information for the position	Read-only
Update Incumbents	Y	Yes/No	Indicates whether the incumbents can be updated for the position	Read-only Defaults to "Yes"
Include Salary Plan/Grade	Y	Yes/No	Indicates whether to include a Salary Plan/Grade for the position	Read-only Defaults to "Yes"
Force Update for Title Changes	Y	Yes/No		Not utilized in Cardinal
Current Incumbents			Lists the current incumbent (employee) linked to the position	Click the Job Data link on the right side of the incumbent data line to go to the current incumbent Job Data

Step	Action
9.	Click the Next button in the top right-hand corner of the page after all required reviews and updates are completed for the Budget Incumbents page. < Previous Next >



Step

Action

The **Create Position** page displays with **Step 4 of 4: Review and Submit** displayed.

Create Position

Position Number DLI00999

Headcount Status Open

Current Head Count 0

< Previous

Submit

1

Position Data

Visited

2

Additional Information

Visited

3

Budget Incumbents

Visited

4

Review and Submit

Visited

Step 4 of 4: Review and Submit

Effective Date 03/30/2026

Reason Code NEW New Position

Effective Sequence 0

Approval Status Not Available

Key Information

Description	Proposed Value
Business Unit	18100
Department	18100
Job Code	94112
Max Head Count	1
Reports To Position Number	DLI00024
Location Code	RICH
Company	DLI
Position Number	DLI00999
Effective Date	2026-03-30
Effective Sequence	0
Position Months	12

10.

Review the **Summary of Changes** section (**Proposed Value** and **Current Value** column entries for field(s) updated).

Note: This step provides an opportunity to closely review Position Data and proper entry. Validate against position classification/audit paperwork prior to clicking the **Submit** button.

Position Number DLITRN02

Headcount Status Open

Current Head Count 0

< Previous

Submit

1

Position Data

Visited

2

Specific Information

Visited

3

Budget Incumbents

Visited

4

Review and Submit

Visited

Step 4 of 4: Review and Submit

Effective Date 11/01/2024

Reason Code NEW New Position

Effective Sequence 0

Approval Status Not Available

Summary Of Changes

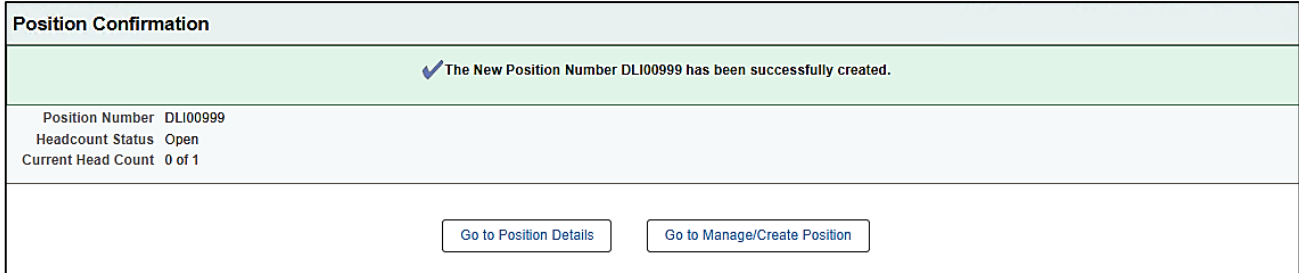
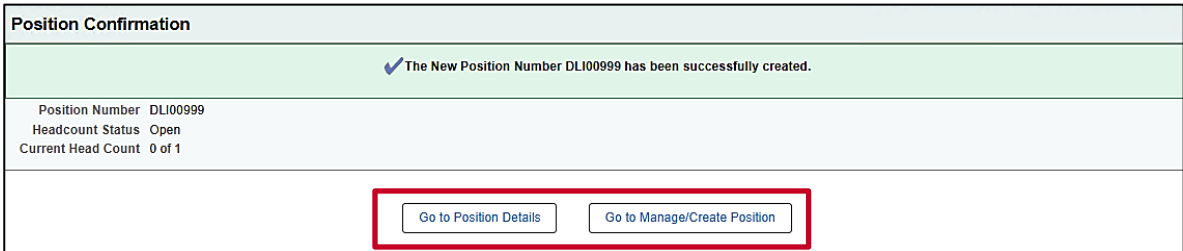
Description	Proposed Value	Current Value
Reason Code	NEW	UPD
Action Date	2024-11-21	2024-07-29

11.

If additional information is required, click the **Previous** button to navigate back to the applicable step(s).

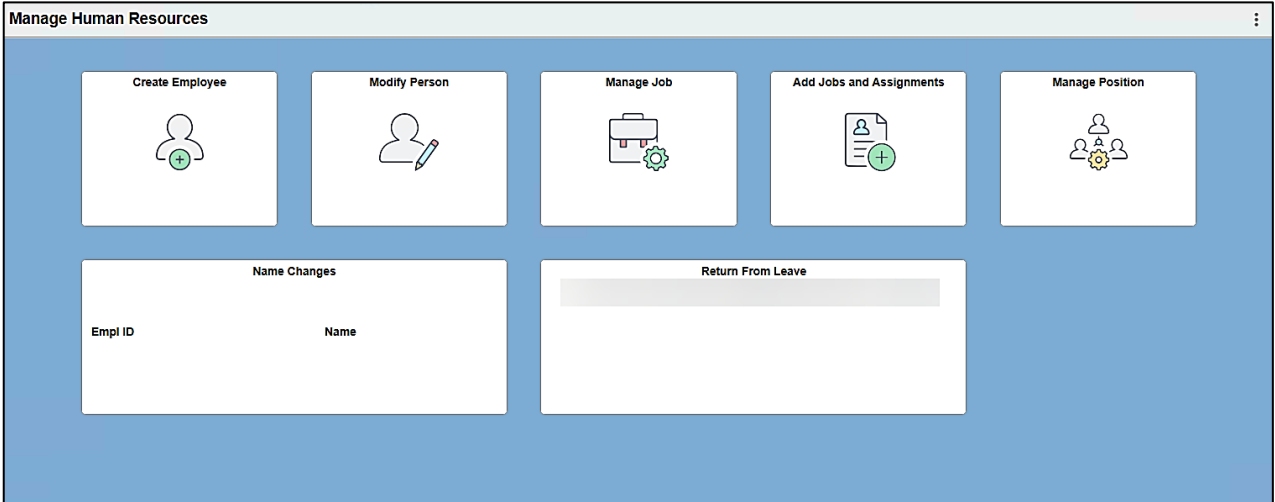
< Previous

Submit

Step	Action
12.	Click the Submit button if all updates are accurate. 
The Position Confirmation page displays. 	
13.	Click the Go to Position Details button to return and view the updated information for the position or click the Go to Manage/Create Position button to create another position or search for another position and make changes. 
	When creating a new position, or updating the department on an existing position, the Position/Department funding may need to be assigned. For more information on assigning or updating position or department funding, see the Job Aid titled HR351 Position ChartField Assignment/Update. This Job Aid is located on the Cardinal website in Job Aids under Learning.
	New departments must be configured by Cardinal PPS prior to being used in a position. When updating a position to a new department, a VCCC ticket (vccc@vita.virginia.gov) will need to be opened. Please be sure to include "Cardinal" in the subject line.

Cloning a Position

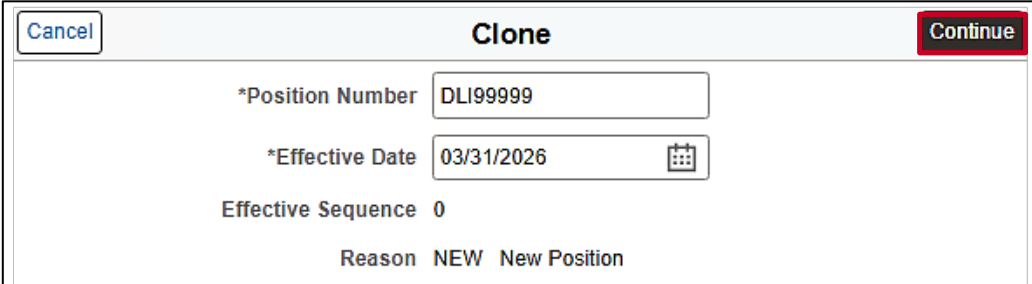
When creating positions that are identical or similar to existing positions, the Clone functionality can be used.

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. 

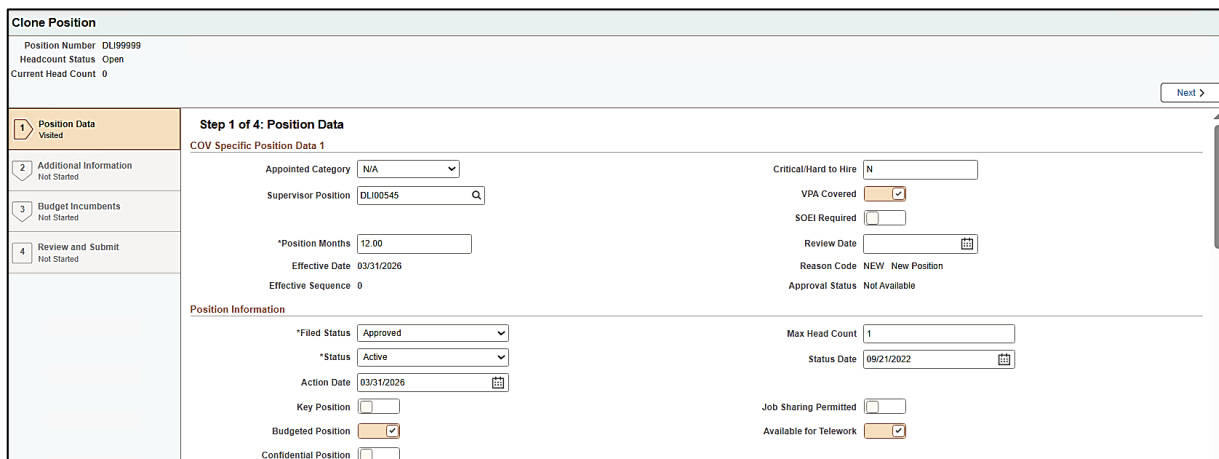
Step	Action																																																		
	The Manage/Create Position page displays. Manage/Create Position Manage Position + Add New ▼ Search Criteria My Saved Searches Position Number begins with Description begins with Business Unit begins with Q Department begins with Q Position Status begins with ▼ Reports To Position Number begins with ☐ Include History Search Clear Save Search																																																		
3.	Enter the position number of the position to be cloned in the Position Number field. Position Number begins with																																																		
4.	Select the Include History checkbox option. ☒ Include History																																																		
i	Users may also use the various Search Criteria fields if the position number is unknown, and then select the applicable position by clicking the Continue icon (>) on the right of the corresponding row in the Search Results. <table><tr><th>Position Number</th><th>Job Code</th><th>Description</th><th>Reports To Position Number</th><th>Business Unit</th><th>Company</th><th>Department</th><th>Status as of Effective Date</th><th>Current Head Count</th><th></th></tr><tr><td>DLI00001</td><td>00181</td><td>Commissioner Labor & Industry</td><td>SOLSOL05</td><td>18100</td><td>DLI</td><td>18100</td><td>Active</td><td>1/1</td><td>></td></tr><tr><td>DLI00005</td><td>69034</td><td>Safety Consultant Senior</td><td>DLI00545</td><td>18100</td><td>DLI</td><td>18100</td><td>Active</td><td>1/1</td><td>></td></tr><tr><td>DLI00006</td><td>69034</td><td>Safety Engineer Senior</td><td>DLI00100</td><td>18100</td><td>DLI</td><td>18100</td><td>Active</td><td>0/1</td><td>></td></tr><tr><td>DLI00007</td><td>69034</td><td>Health Compliance Off Lead</td><td>DLI00086</td><td>18100</td><td>DLI</td><td>18100</td><td>Active</td><td>1/1</td><td>></td></tr></table>	Position Number	Job Code	Description	Reports To Position Number	Business Unit	Company	Department	Status as of Effective Date	Current Head Count		DLI00001	00181	Commissioner Labor & Industry	SOLSOL05	18100	DLI	18100	Active	1/1	>	DLI00005	69034	Safety Consultant Senior	DLI00545	18100	DLI	18100	Active	1/1	>	DLI00006	69034	Safety Engineer Senior	DLI00100	18100	DLI	18100	Active	0/1	>	DLI00007	69034	Health Compliance Off Lead	DLI00086	18100	DLI	18100	Active	1/1	>
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DLI00007	69034	Health Compliance Off Lead	DLI00086	18100	DLI	18100	Active	1/1	>																																										



Step	Action																																																						
	The Position Details page displays for the selected position. Position Details Position Number DLI00005 Headcount Status Filled Current Head Count 1 of 1 Clone Add Row 5 rows <table><thead><tr><th>Effective Date</th><th>Effective Sequence</th><th>Reason</th><th>Business Unit</th><th>Department</th><th>Job Code</th><th>Location</th><th>Status</th><th>Approval Chain</th></tr></thead><tbody><tr><td>09/01/2024</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>MANASSAS 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 III</td><td>MANASSAS REGIONAL OFFICE</td><td>Approved</td><td>Approval Chain ></td></tr><tr><td>08/16/2023</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 III</td><td>MANASSAS REGIONAL OFFICE</td><td>Approved</td><td>Approval Chain ></td></tr><tr><td>04/25/2023</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>MANASSAS 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>MANASSAS REGIONAL OFFICE</td><td>Approved</td><td>Approval Chain ></td></tr></tbody></table>	Effective Date	Effective Sequence	Reason	Business Unit	Department	Job Code	Location	Status	Approval Chain	09/01/2024	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	MANASSAS 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 III	MANASSAS REGIONAL OFFICE	Approved	Approval Chain >	08/16/2023	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer III	MANASSAS REGIONAL OFFICE	Approved	Approval Chain >	04/25/2023	0	Job Reclass Upward	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	MANASSAS 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	MANASSAS REGIONAL OFFICE	Approved	Approval Chain >
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Step	Action
7.	Enter the effective date for the new position in the Effective Date field. 
	The Effective Date field must be updated to the applicable effective date for the new position as needed using the Calendar icon and must be: c. Greater than or equal to the effective date of the position's Job Code (which is maintained by DHRM) AND d. Less than or equal to the effective date of any employee job transaction(s) For further information on effective dating, refer to the Job Aid titled HR351 Overview of Effective Dating. This Job Aid can be found on the Cardinal website in Job Aids under Learning.
8.	Click the Continue button. 

The **Clone Position** page displays with **Step 1 of 4: Position Data** displayed by default.



Clone Position

Position Number: DL199999
Headcount Status: Open
Current Head Count: 0

Step 1 of 4: Position Data

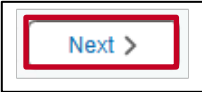
COV Specific Position Data 1

Appointed Category: N/A
Supervisor Position: DL100545
Critical/Hard to Hire: N
VPA Covered: ☒
SOEI Required: ☐
Review Date:
Reason Code: NEW New Position
Approval Status: Not Available

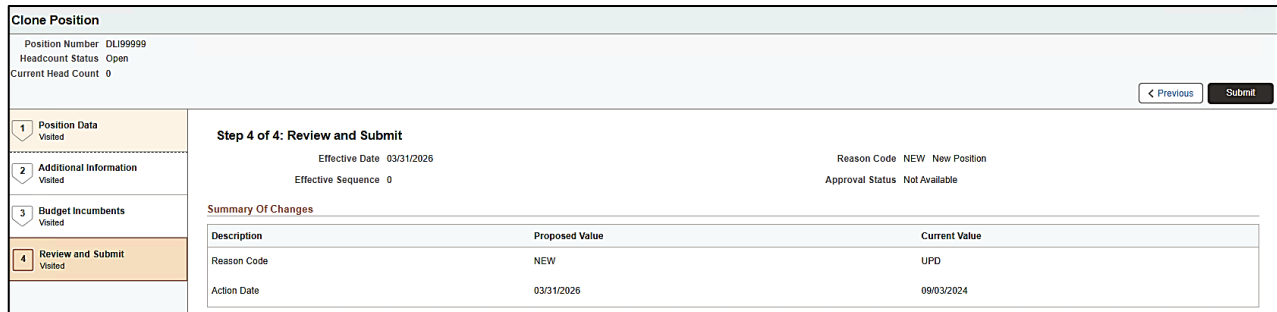
*Position Months: 12.00
Effective Date: 03/31/2026
Effective Sequence: 0

Position Information

*Filed Status: Approved
*Status: Active
Action Date: 03/31/2026
Key Position: ☐
Budgeted Position: ☒
Confidential Position: ☐
Max Head Count: 1
Status Date: 09/21/2022
Job Sharing Permitted: ☐
Available for Telework: ☒

Step	Action
	The information for the position defaults based on the position from which it was cloned. The following link can be used to navigate to the screenshots and tables found in the Creating a Position section of this Job Aid. This section of the Job Aid provides a brief description, important information, and dependencies (as applicable) for each field: Position Data Header Fields.
9.	Click the Next button to navigate through each page (Step 1 of 1 through Step 4 of 4), review all information, and complete all necessary updates on the various position pages. 

The **Clone Position** page displays with **Step 4 of 4: Review and Submit** displayed.



Clone Position

Position Number: DL199999
Headcount Status: Open
Current Head Count: 0

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

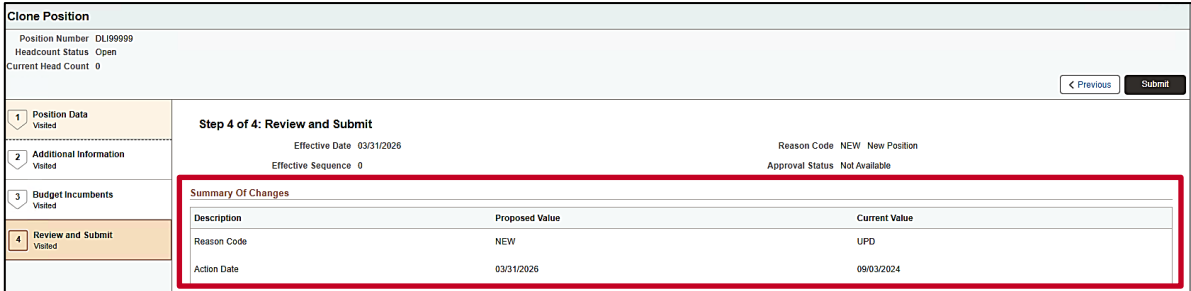
Step 4 of 4: Review and Submit

Effective Date: 03/31/2026
Effective Sequence: 0

Reason Code: NEW New Position
Approval Status: Not Available

Summary Of Changes

Description	Proposed Value	Current Value
Reason Code	NEW	UPD
Action Date	03/31/2026	09/03/2024

10.	Review Summary of Changes section (Proposed Value and Current Value column entries for field(s) updated). Note: This step provides an opportunity to closely review Position Data and confirm proper entry. Validate against position classification/audit paperwork prior to clicking the Submit button. 
11.	If additional information is required, click the Previous button, and navigate back to the applicable step(s). 

Step	Action
12.	Click the Submit button after verifying all information. 

The **Position Confirmation** page displays.

Position Confirmation	
 The New Position Number DLI99999 has been successfully created.	
Position Number	DLI99999
Headcount Status	Open
Current Head Count	0 of 1
Go to Position Details Go to Manage/Create Position	



Note: Users can click the **Go to Position Details** button to return and view the updated information for the position or click the **Go to Manage/Create Position** button to create another position or search for another position and make changes.

Note: When cloning a new position, Position/Department funding may need to be assigned. For more information on assigning or updating position or department funding, see the Job Aid titled **HR351 Position ChartField Assignment/Update**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Note: New departments must be configured by Cardinal PPS prior to being used for a position. When updating a position to a new department, a VCCC ticket (vccc@vita.virginia.gov) will need to be opened. Please be sure to include "Cardinal" in the subject line.

Updating Position Data When an Incumbent Exists

Before making position changes, check the employee's Job Data to determine the date of the top row. The effective date of the position change must be after the highest dated Job Data row for the change to properly flow over to the employee's Job Data. In the image below, the top row will flow to the employee's job without requiring a help desk ticket. The second row requires a help desk ticket to be submitted to make the change. It is important to review the effective date of an employee's highest Job Data row.

Position Data changes automatically carry over to Job Data of the current incumbent as long as the Position change Effective Date is greater than (after) the current Job Data row

Position Data Change Date		Top Job Data Row	
Ex: 01/15/2026	➔	Ex: 01/10/2026	
	✓		
Ex: 01/15/2026	➔	Ex: 01/25/2026	Requires Help Desk Ticket
	✗		

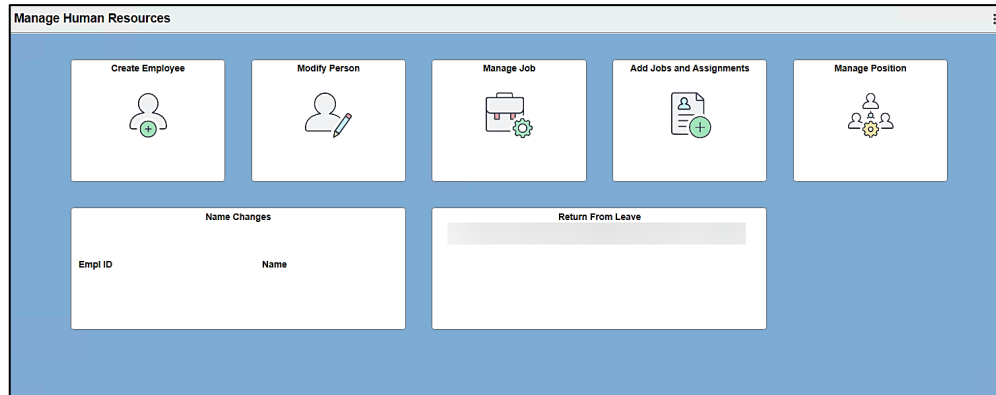
Note: Position changes that occur before the current effective dated row on Job Data require a Help Desk ticket.

The process for updating Position Data when an incumbent exists begins on the Cardinal Homepage.

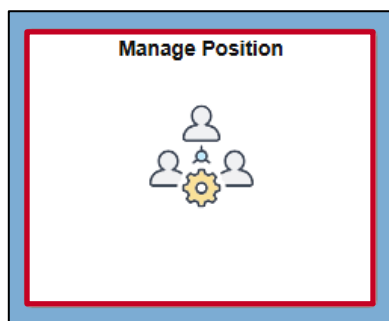
Step	Action
1.	Navigate to the Manage/Create Position page by clicking the Manage Human Resources tile on the Cardinal HCM Homepage. 

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

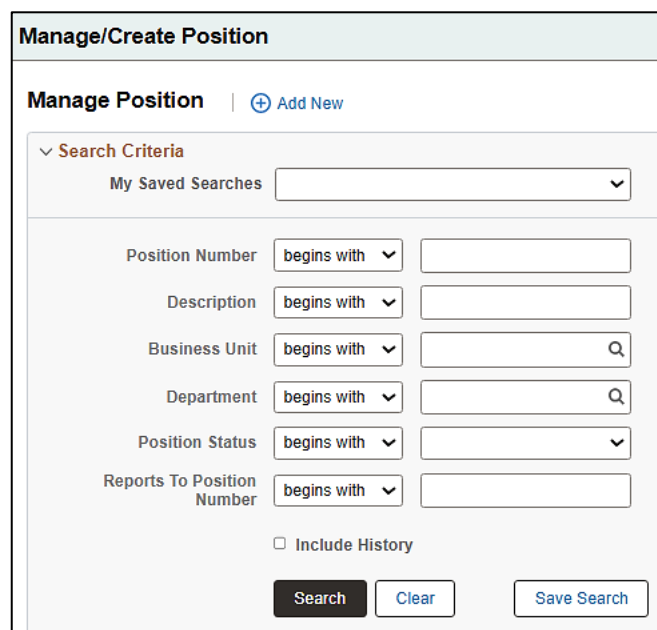
The **Manage Human Resources** page displays.

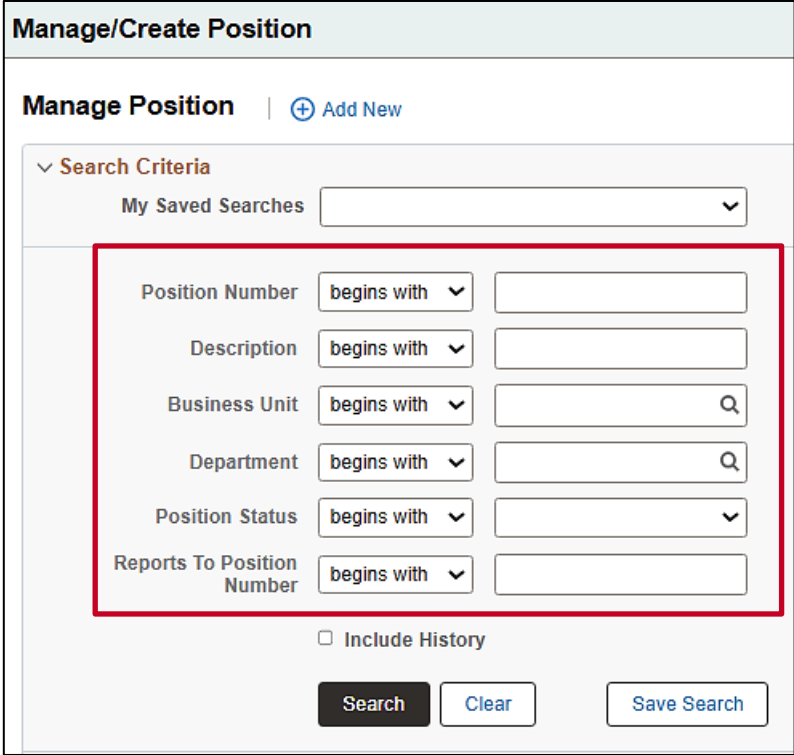
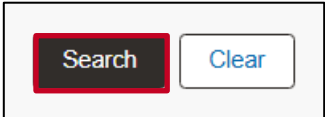


2. Click the **Manage Position** tile.



The **Manage/Create Position** page displays.



Step	Action
3.	Search for the applicable position using the Search Criteria fields in the Manage Position section. 
	All positions within the applicable parameter display if the Business Unit or Department fields are entered. If the Position Number is unknown, click the Position Status dropdown button and select “Approved” to retrieve a list of all accessible positions within the selected search parameters.
4.	Select the Include History checkbox option. 
5.	Click the Search button. 



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

The **Search Results** display.

Position Number	Job Code	Description	Reports To Position Number	Business Unit	Company	Department	Status as of Effective Date	Current Head Count	
DLI00001	00181	Commissioner Labor & Industry	SOLSOL05	18100	DLI	18100	Active	1/1	>
DLI00005	69034	Safety Consultant Senior	DLI00545	18100	DLI	18100	Active	1/1	>
DLI00006	69034	Safety Engineer Senior	DLI00100	18100	DLI	18100	Active	0/1	>
DLI00007	69034	Health Compliance Off Lead	DLI00086	18100	DLI	18100	Active	1/1	>

6. Select the applicable position by clicking the **Continue** icon (>) to the right of the corresponding row in the Search Results.

Position Number	Job Code	Description	Reports To Position Number	Business Unit	Company	Department	Status as of Effective Date	Current Head Count	
DLI00001	00181	Commissioner Labor & Industry	SOLSOL05	18100	DLI	18100	Active	1/1	>
DLI00005	69034	Safety Consultant Senior	DLI00545	18100	DLI	18100	Active	1/1	>
DLI00006	69034	Safety Engineer Senior	DLI00100	18100	DLI	18100	Active	0/1	>
DLI00007	69034	Health Compliance Off Lead	DLI00086	18100	DLI	18100	Active	1/1	>

The **Position Details** page displays.

Position Details

Position Number

DLI00005

Headcount Status

Filled

Current Head Count

1 of 1

Clone

Add Row

5 rows

Effective Date	Effective Sequence	Reason	Business Unit	Department	Job Code	Location	Status	Approval Chain	
09/01/2024	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	MANASSAS 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 III	MANASSAS REGIONAL OFFICE	Approved	Approval Chain	>
08/16/2023	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer III	MANASSAS REGIONAL OFFICE	Approved	Approval Chain	>
04/25/2023	0	Job Reclass Upward	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	MANASSAS 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	MANASSAS REGIONAL OFFICE	Approved	Approval Chain	>

7. Click the **View Detail** icon (>) on the far right of the top row.

Effective Date	Effective Sequence	Reason	Business Unit	Department	Job Code	Location	Status	Approval Chain	
09/01/2024	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	MANASSAS 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 III	MANASSAS REGIONAL OFFICE	Approved	Approval Chain	>
08/16/2023	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer III	MANASSAS REGIONAL OFFICE	Approved	Approval Chain	>
04/25/2023	0	Job Reclass Upward	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	MANASSAS 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	MANASSAS REGIONAL OFFICE	Approved	Approval Chain	>



Step

Action

The **View Position** page displays the details of the selected position in read-only format.

View Position

Position Number DLI00005

Headcount Status Filled

Current Head Count 1 of 1

Effective Date 09/01/2024

Effective Sequence 0

Reason UPD Position Data Update

Approval Status Approved

Position Information

Position Status Approved

Status Active

Action Date 09/03/2024

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

8.

Scroll down to the **Budget and Incumbents** section to find the current incumbent(s) for this position.

Budget and Incumbents

Earnings 0.000

Deductions 0.000

Tax 0.000

Update Incumbents Yes

Include Salary Plan/Grade Yes

Force Update for Title Changes Yes

Cdn Tax 0.000

Total 0.00

Current Incumbents

0 Full-Time

40.00

06/10/2025

Pay Rate Change

FY26 Statewide Increase

N

Job Data

CI Exceptions

> Summary of Changes

Step	Action																				
9.	The Job Data of the current employee in the position is displayed here. Review the following fields in the Current Incumbents section. a. Name – employee’s name b. Empl ID – employee’s identification number c. Empl Record – employee’s record associated with the position d. Full/Part – identifies if the person in the position is full-time or part-time e. Std Hrs/Wrk – number of hours per week the employee is scheduled to work f. Effective Date – indicates the highest effective dated row on this employee’s Job Data Note: Any date after this date can be used as the Effective Date for the Position Change. g. Action – indicates the last action on the highest effective dated Job Data row for the employee h. Action Reason – indicates the reason associated with the action on the highest effective dated Job Data row i. Override Position Data – defaults to “N”, not used in Cardinal j. Job Data – Job Data link takes users directly to the Current Incumbent’s Job Data Current Incumbents1 row <table><tr><th>Name ↑↓</th><th>Empl ID ↑↓</th><th>Empl Record ↑↓</th><th>Full/Part ↑↓</th><th>Std Hrs/Wk ↑↓</th><th>Effective Date ↑↓</th><th>Action ↑↓</th><th>Action Reason ↑↓</th><th>Override Position Data ↑↓</th><th>Job Data ↑↓</th></tr><tr><td></td><td></td><td>0</td><td>Full-Time</td><td>40.00</td><td>06/10/2025</td><td>Pay Rate Change</td><td>FY26 Statewide Increase</td><td>N</td><td>Job Data</td></tr></table> CI Exceptions	Name ↑↓	Empl ID ↑↓	Empl Record ↑↓	Full/Part ↑↓	Std Hrs/Wk ↑↓	Effective Date ↑↓	Action ↑↓	Action Reason ↑↓	Override Position Data ↑↓	Job Data ↑↓			0	Full-Time	40.00	06/10/2025	Pay Rate Change	FY26 Statewide Increase	N	Job Data
Name ↑↓	Empl ID ↑↓	Empl Record ↑↓	Full/Part ↑↓	Std Hrs/Wk ↑↓	Effective Date ↑↓	Action ↑↓	Action Reason ↑↓	Override Position Data ↑↓	Job Data ↑↓												
		0	Full-Time	40.00	06/10/2025	Pay Rate Change	FY26 Statewide Increase	N	Job Data												
10.	Click the Close (X) icon for the Position Data View tab to close out this tab. Position Details × Position Data View 																				



Step

Action

The **Position Details** page displays.

Position Details

Position Number DLI00005

Headcount Status Filled

Current Head Count 1 of 1

Clone

Add Row

5 rows

Effective Date	Effective Sequence	Reason	Business Unit	Department	Job Code	Location	Status	Approval Chain
09/01/2024	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	MANASSAS 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 III	MANASSAS REGIONAL OFFICE	Approved	Approval Chain >
08/16/2023	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer III	MANASSAS REGIONAL OFFICE	Approved	Approval Chain >
04/25/2023	0	Job Reclass Upward	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	MANASSAS 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	MANASSAS REGIONAL OFFICE	Approved	Approval Chain >

11.

Click the **Add Row** button to create a new effective dated row in order to make a change to the position.

Add Row

The **Request Details** page displays in a pop-up window.

Cancel

Request Details

Continue

*Effective Date

Effective Sequence 0

Reason Code

12.

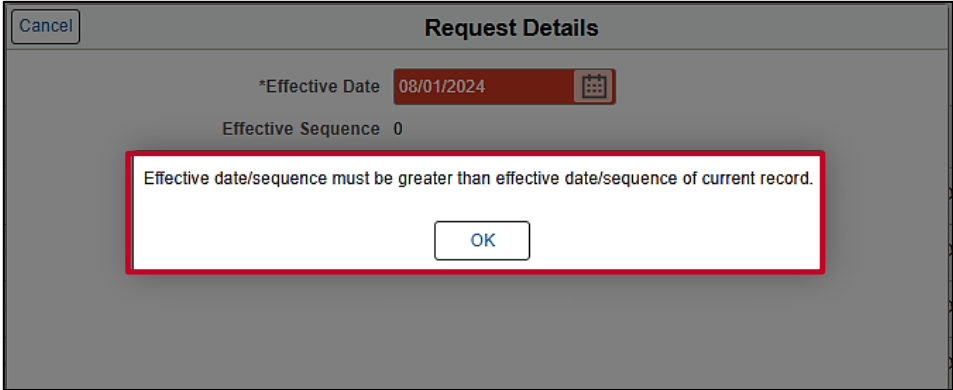
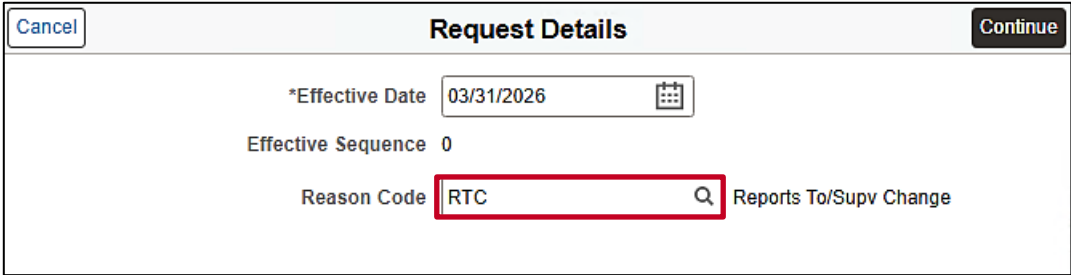
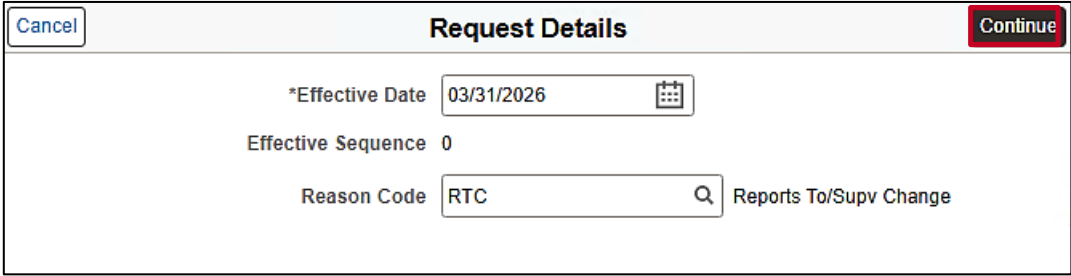
Enter or select the applicable date for the position change in the **Effective Date** field.

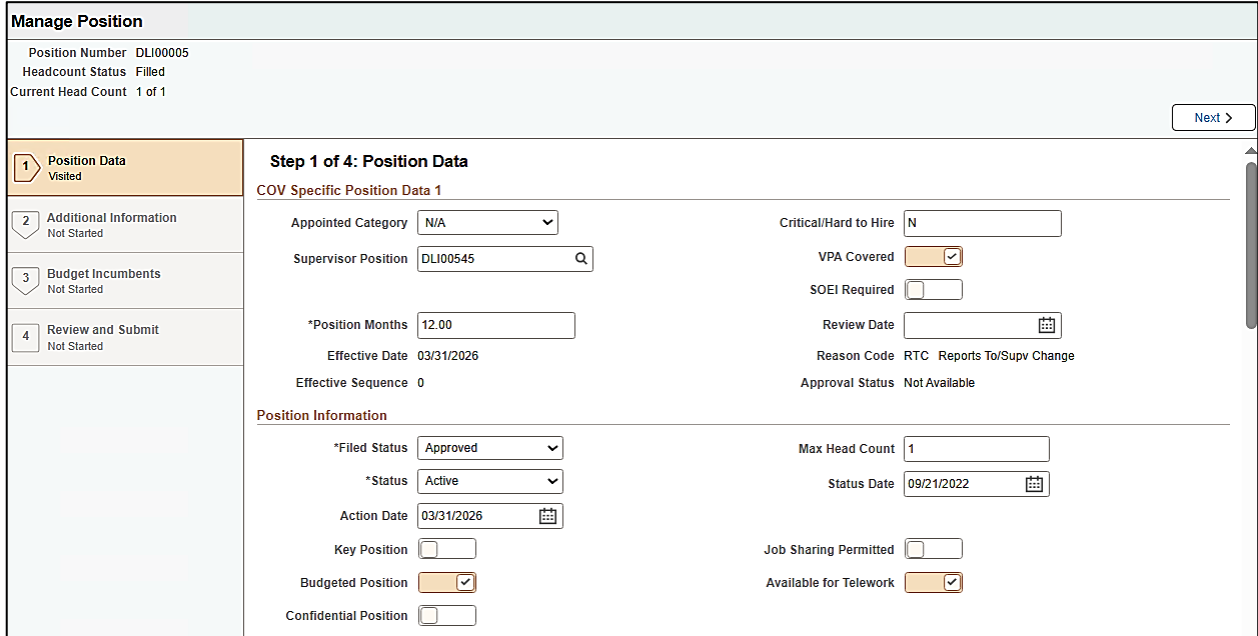
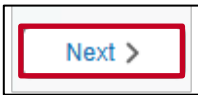
Request Details

*Effective Date

Effective Sequence 0

Reason Code

Step	Action
	If the position change precedes the highest effective dated row on the incumbent's job an error message will display in a pop-up window. Change the effective date as applicable. 
13.	Click the Reason Code Look up icon and select the applicable Reason Code for the position change. 
14.	Click the Continue button. 

Step	Action
The Manage Position page displays with Step 1 of 4: Position Data displayed by default.	
	
	When updating the department of an existing position, Position/Department funding may need to be assigned for the new position/department combination. For more information on assigning or updating position or department funding, see the Job Aid titled HR351 Position ChartField Assignment/Update. This Job Aid is located on the Cardinal website in Job Aids under Learning. The following link can be used to navigate to the screenshots and tables found in the Creating a Position section of this Job Aid. This section of the Job Aid provides a brief description, important information, and dependencies (as applicable) for each field: Position Data Header Fields.
	15. Click the Next button to navigate through each page (Step 1 of 1 through Step 4 of 4), review all information, and complete all necessary updates on the various position pages. 



Step

Action

The **Manage Position** page displays with **Step 4 of 4: Review and Submit** displayed.

Manage Position

Position Number: DL00005
Headcount Status: Filled
Current Head Count: 1 of 1

< PreviousSubmit

1Position Data
Visited

2Additional Information
Visited

3Budget Incumbents
Visited

4Review and Submit
Visited

Step 4 of 4: Review and Submit

Effective Date: 03/31/2026
Effective Sequence: 0

Reason Code: RTCReports To/Supv Change
Approval Status: Not Available

Summary Of Changes

Description	Proposed Value	Current Value
Reason Code	RTC	UPD
Action Date	03/31/2026	09/03/2024

16.

Review **Summary of Changes** section (**Proposed Value** and **Current Value** column entries for field updated).

Note: This step provides an opportunity to closely review Position Data and proper entry. Validate against position classification/audit paperwork prior to clicking the **Submit** button.

Manage Position

Position Number: DL00005
Headcount Status: Filled
Current Head Count: 1 of 1

< PreviousSubmit

1Position Data
Visited

2Additional Information
Visited

3Budget Incumbents
Visited

4Review and Submit
Visited

Step 4 of 4: Review and Submit

Effective Date: 03/31/2026
Effective Sequence: 0

Reason Code: RTCReports To/Supv Change
Approval Status: Not Available

Summary Of Changes

Description	Proposed Value	Current Value
Reason Code	RTC	UPD
Action Date	03/31/2026	09/03/2024

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If additional information is required, click the **Previous** button, and navigate back to the applicable step(s).

< PreviousSubmit

18.

Click the **Submit** button after verifying all information.

< PreviousSubmit



Step	Action
	The Position Confirmation page displays. Position Confirmation  The Position Number DLI00005 has been successfully updated. Position Number DLI00005 Headcount Status Filled Current Head Count 1 of 1 Go to Position Details Go to Manage/Create Position