Managing Service Dates and Breaks in Service Overview

Cardinal contains a large variety of service date fields. Some of these fields are PeopleSoft delivered that populate automatically. Other fields are custom due to COV requirements. Please use the Service Date Definitions section of this Job Aid as a daily reference document to understand how these fields work. This Job Aid also explains the importance of custom and delivered fields that are entered on the Cardinal employment information page and impacts to the other Cardinal modules.

Veteran's Service Credit Months

Per DHRM policy 4.10, Annual Leave, the annual leave accrual rate is determined by using state service and, if applicable, veteran's service in the military, National Guard or Reserves. A Veteran's service in the military, National Guard, or Reserves is determined by adding the net active service, total prior active service, and total prior inactive service data found on military service documentation. To assist in identifying employees who are eligible, the **RHR294-Disability and Veteran Service Report** can be used. In order to run this report, the user must have the V_HR_Manager role due to the disability information that displays on the report.

Prior Service Months Due to Breaks in Service (separation and rehire)

Upon a separated employee's return to a state salaried position, the HR Administrator must research the employee's prior service record to ensure it qualifies as service towards the Cardinal leave eligibility service date. If unsure, review the DHRM policies, Service Credit Application, or contact DHRM directly for historical service dates and eligibility determination.

Note: The following process follows DHRM policy 4.10, Annual Leave. In general, all periods of salaried state service count in setting the leave eligibility date. This does not include hourly employment. Counted service includes all:

- Salaried state service in positions covered and not covered by the Virginia Personnel Act, and
- Full or part-time salaried positions, and salaried state service that is broken or consecutive. Certain periods of leave without pay (14 consecutive calendar days or more) are deducted from this period

This Job Aid provides guidance regarding the calculation of prior service and the leave eligibility service date for the purposes of annual leave accruals and carryover limits for an employee who:

1. Separated from state service;
2. Occupied a salaried full or part-time position at time of separation; and
3. Returned to another salaried position, either with the same or a different Agency

There are also some provisions where employees in other salaried non-classified positions (such as Administrative Faculty or Other Officials) may maintain leave eligibility service credit while in their other, Non-Classified salaried positions. Refer to the **DHRM Service Credit Application** under **Hiring, 2.10**, on the DHRM Policy page or contact DHRM directly for assistance.

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.
4/9/2026	Replaced reference to PMIS and replaced with “legacy system”. Added contact information for assistance – ihelp@dhrm.virginia.gov
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). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Service Dates Overview

This section provides an overview of some of the most important date fields on the **Employment Data** page.

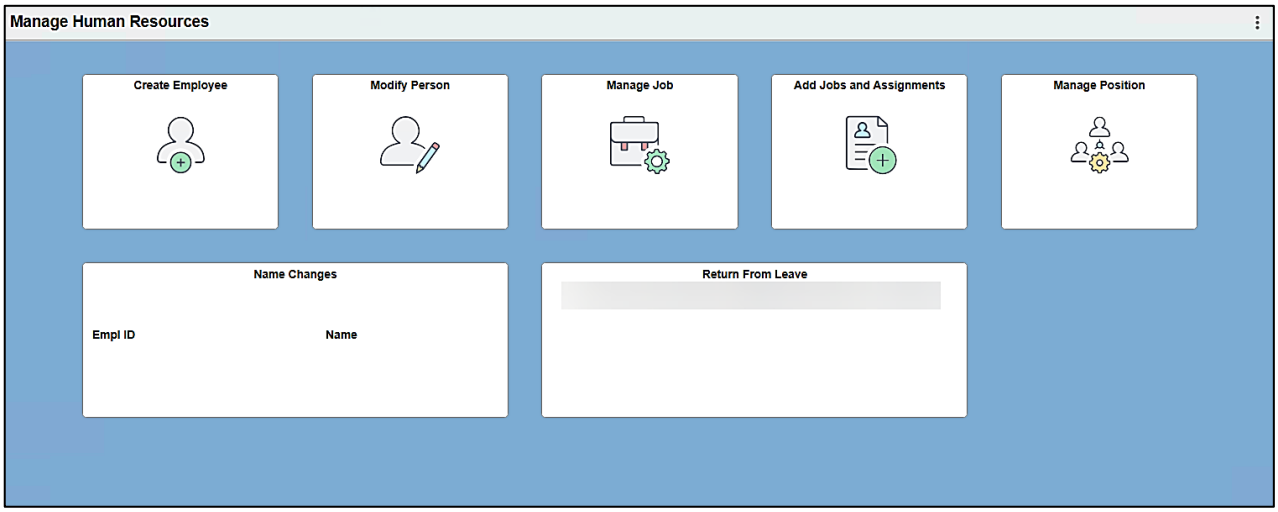
Field Name	Description
Continuous State Service Date	This field **MUST ALWAYS** be populated with the salaried employee's state hire or rehire date. A few examples of why maintaining this field is important: • Determines severance benefits eligibility in the event of a layoff • Determines Statewide Legislative Pay Increase eligibility • Used for turnover and retirement reporting • Combines with Previous State Service Months to determine service award eligibility
VSDP Enroll Date	VSDP Enroll Date is when the employee initially enrolled in the VSDP program. This may be the date that the employee was hired into a state salaried job for the first time, or the date that the employee opted into the VSDP program (opted out of the Traditional Sick Leave Program). This date: • and the Previous State Service Months process out to VRS and the VSDP Third Party Administrator for income replacement determination purposes • may or may not be impacted when the employee has a break in service • was converted into Cardinal from the legacy system • will populate to a new employment record in the instance of a transfer, term or hire
Company Seniority Date	The **Company Seniority Date** field auto-populates based on what HR Administrators enter in the **Annual Leave Eligibility Date** field. These fields impact the employee's annual leave accrual rate in Time and Attendance. This date will populate to a new employment record in the instance of a transfer, term or hire and must be adjusted manually when such scenarios occur.
Prior State Service Months and/or **Veteran's Service Credit Months**	When Prior State Service Months and/or Veteran's Service Credit Months are entered, these two fields will automatically calculate the **Total Service Credit Months** field. When applicable, these fields should be used to adjust the Annual Leave Eligibility Date so that the employee will receive correct annual leave accruals. When left blank, these fields default to 0. When entering a number of months in either of these fields, the **Annual Leave Eligibility Date** field must also be populated. Failing to do so will result in an error upon saving the transaction.
VSDP Sick/PER Leave Efft Date	The Veterans Service Credit cannot impact the amount of VSDP Sick or Personal Leave the employee receives. Therefore, the **VSDP Sick/PER Leave Efft Date** field processes over to Absence Management and is used for VSDP Sick and Personal Leave allotment determination. This field automatically gets updated when the HR administrator changes the **Veteran's Service Credit Months** AND/OR the **Annual Leave Eligibility Date** fields. Upon Save, the VSDP **Sick/PER Leave Efft Date** field will automatically populate.

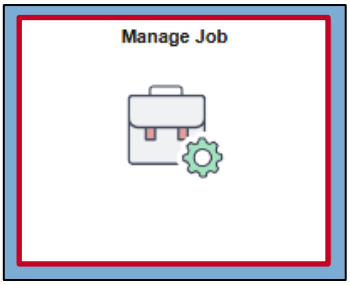
Proper Use of The Service Date Fields

The following example describes how these fields are to be used and how they work together to provide employee information to other modules.

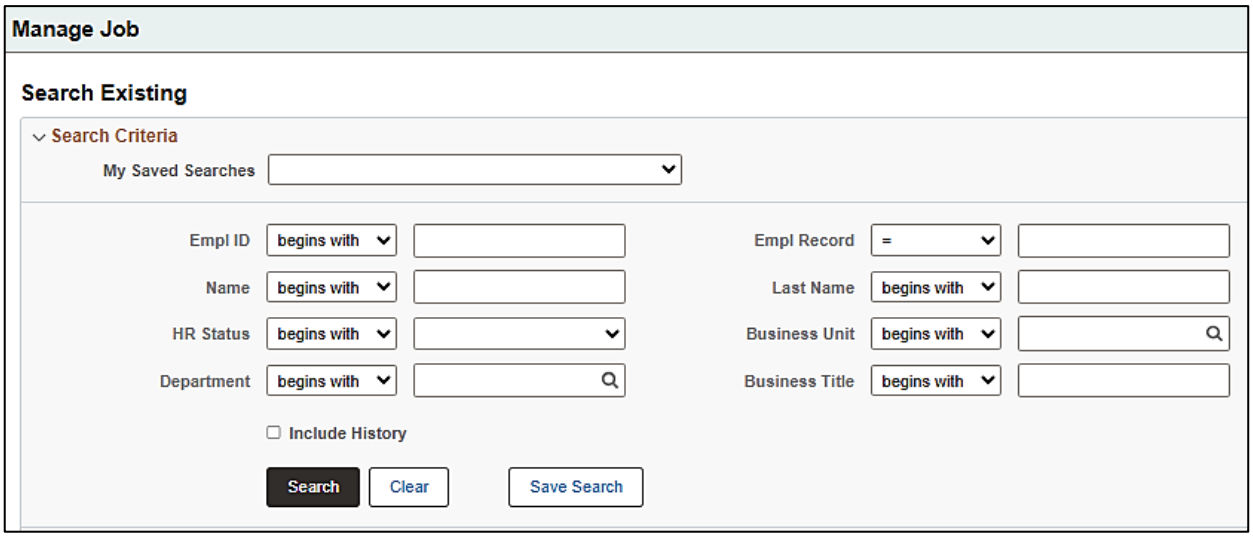
Scenario: The employee originally had “0” Veteran’s Service Credit Months and “60” Previous State Service Months with a Leave Eligibility Service Date of “08/25/1996” and a VSDP Sick/PER Leave Efft Date of “08/25/1996”. The employee provided the necessary paperwork to receive 12 months of Veteran’s Service Credit. Upon review of the prior service months calculation, it was determined that this employee should be receiving three additional months of prior service credit.

Result of Updates: When the following changes are made, the **Total Service Credit Months**, **Company Seniority Date**, and **VSDP Sick/PER Leave Efft Date** fields update automatically.

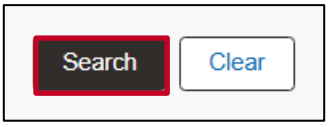
Step	Action
1.	Navigate to the **Manage Job** page by clicking the **Manage Human Resources** tile on the **Cardinal HCM Homepage**.
The **Manage Human Resources** page displays.  	

Step	Action
2.	Click the **Manage Job** tile. 

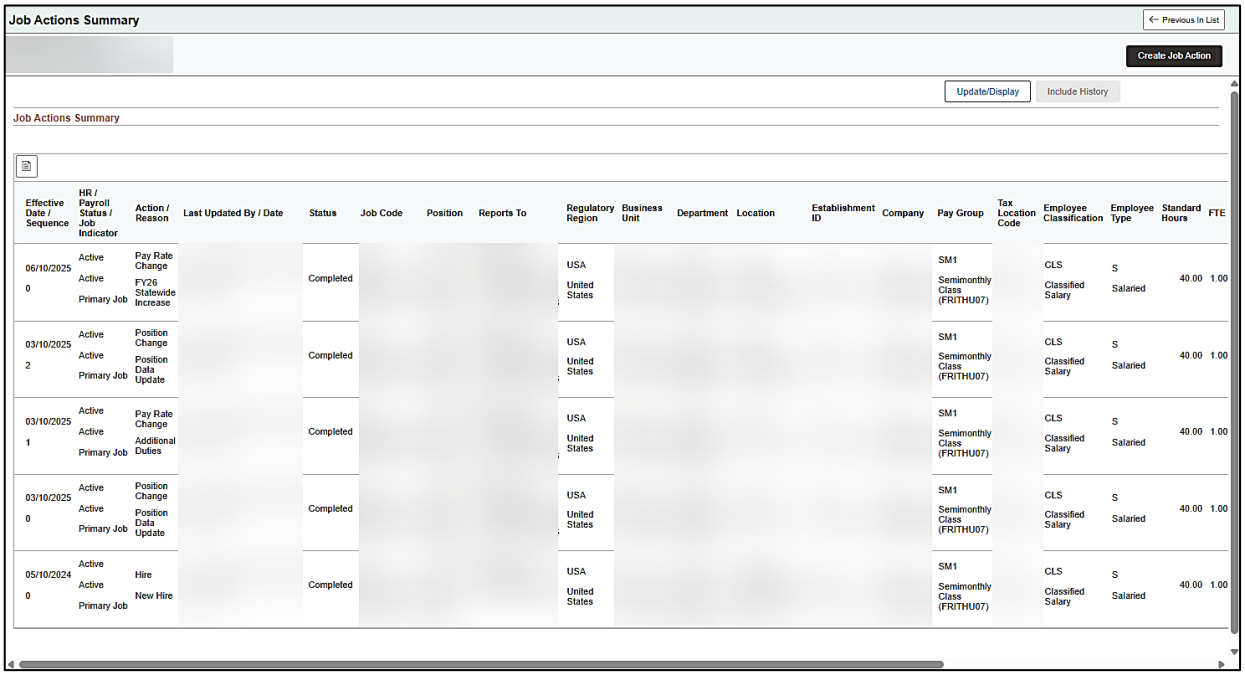
The **Manage Job Search Existing** page displays.

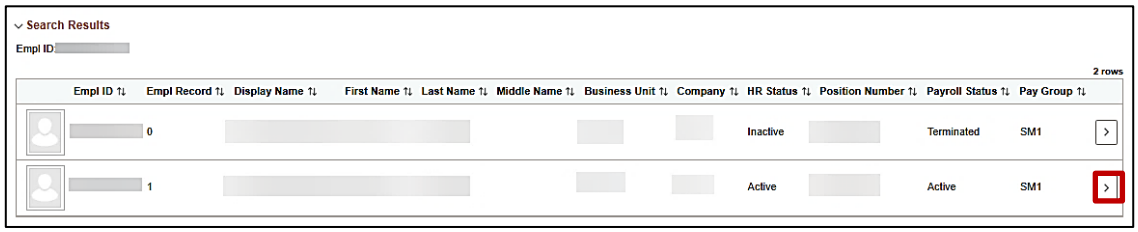


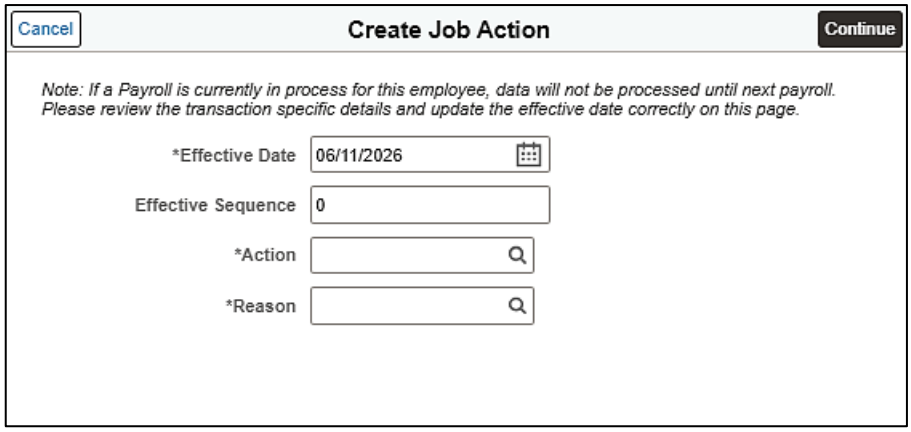
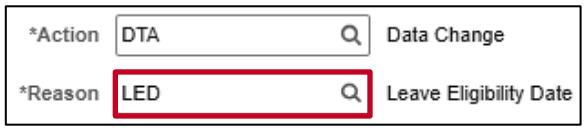
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages** located on the Cardinal website in **Job Aids** under **Learning**.
3.	Enter the employee's Employee ID in the **Empl ID** field. **Note**: Users can also search 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.

Step	Action
5.	Click the **Search** button. 
	Cardinal security restricts the user from seeing more than their Agency employees.

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

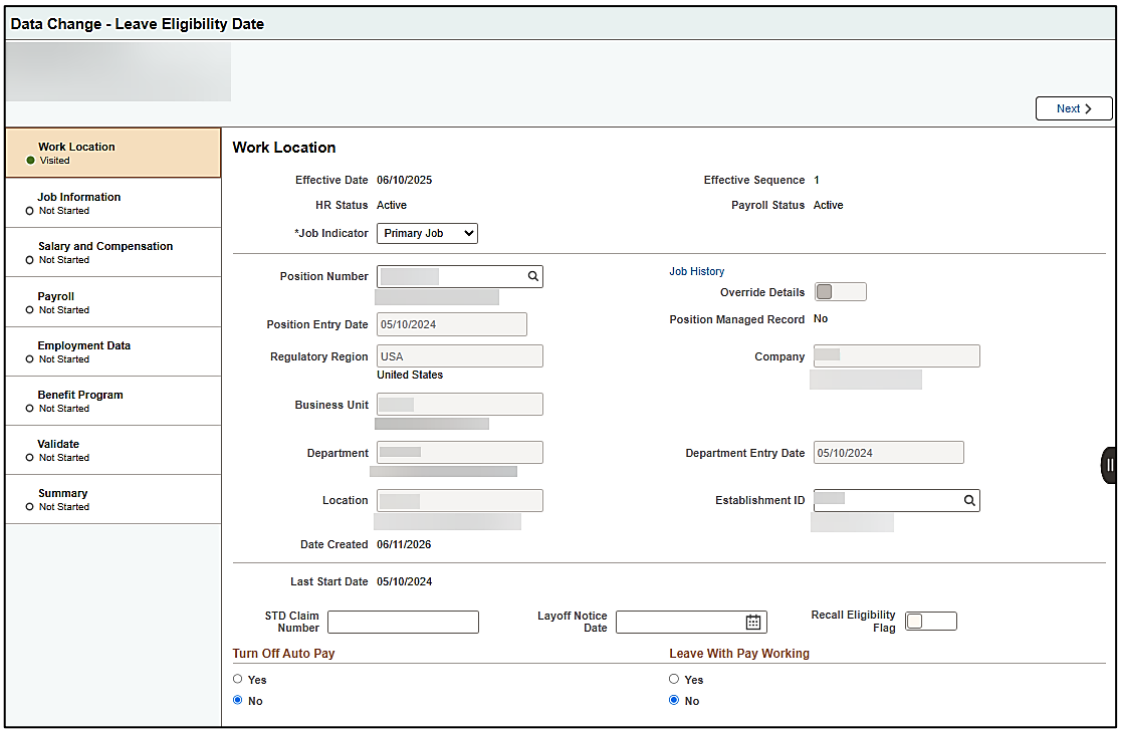


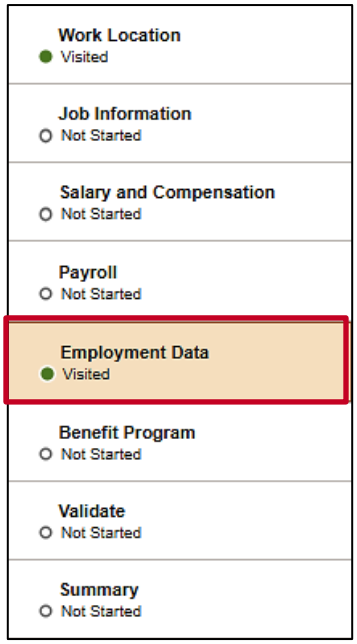
	If the Search Results display multiple Employee Records, click the **Continue** button for the applicable Employee Record. 
6.	Click the **Create Job Action** button to add a new effective dated row.

Step	Action
The **Create Job Action** page displays in a pop-up window. 	
	When a new effective row is created, the **Effective Date** field displays the current date.
7.	Update the effective date to the date of the previous row using the **Effective Date Calendar** icon. **Note**: The **Effective Sequence** field will auto-populate.
	If the update is for the **Veteran's Service Credit Months** field, use the date the DD-214 was approved by HR as the effective date. If the row to add the Veteran's Service Credit Months needs to be inserted between two Job Data rows, submit a Help Desk ticket to vccc@vita.virginia.gov.
8.	Click the **Action** dropdown button and select "DTA" (Data Change).
9.	Click the **Reason** dropdown button and select "LED" (Leave Eligibility Date). 

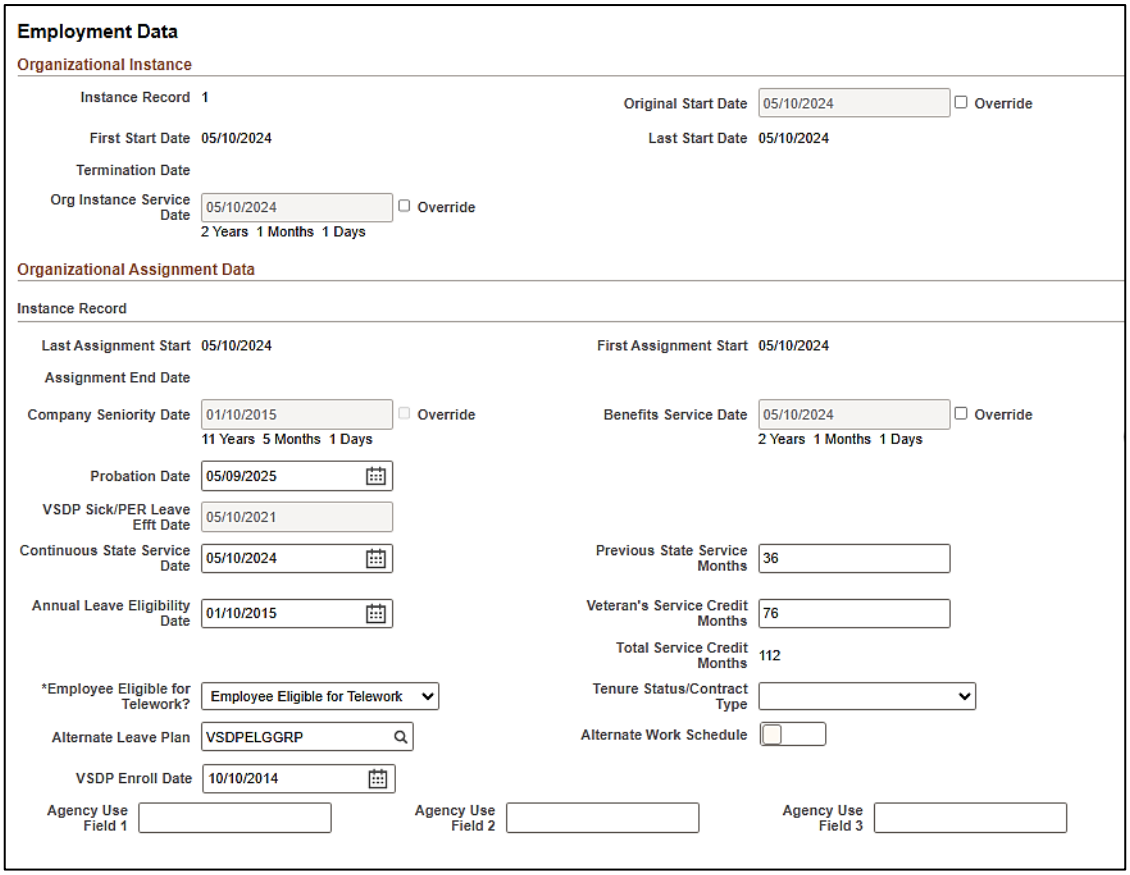
Step	Action
10.	Click the **Continue** button.

The **Work Location** page displays.



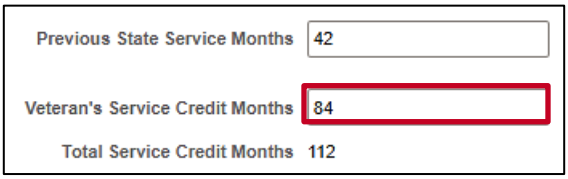
Step	Action
11.	Click the **Employment Data** tab. 

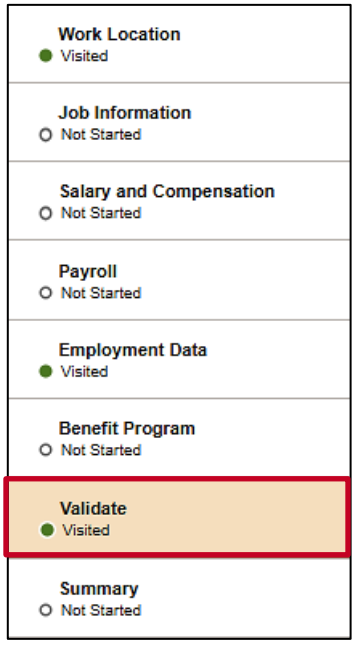
Step	Action
	The **Employment Data** page displays



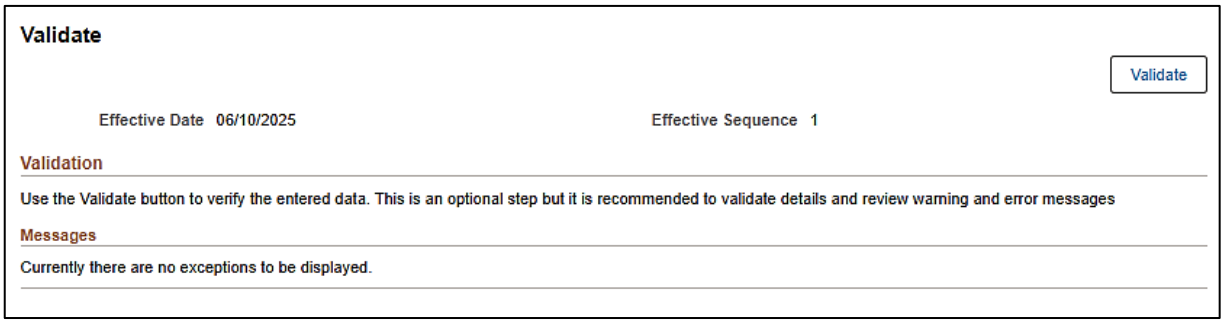
12.	In the **Organizational Assignment Data** section, update the **Previous State Service Months** field from “36” to “42” for this scenario.

13.	Update the **Veteran’s Service Credit Months** field from “76” to “84” for this scenario. **Note**: The **Total Service Credit Months** field will not update until validation and submission.

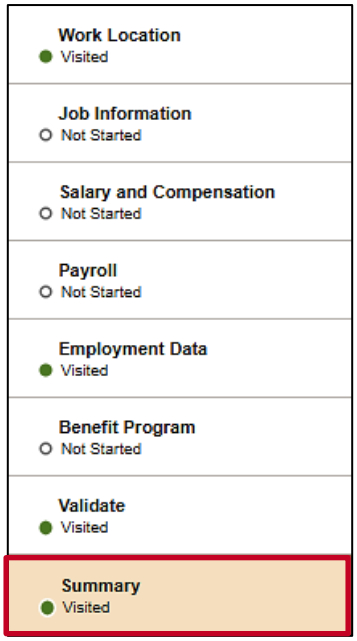
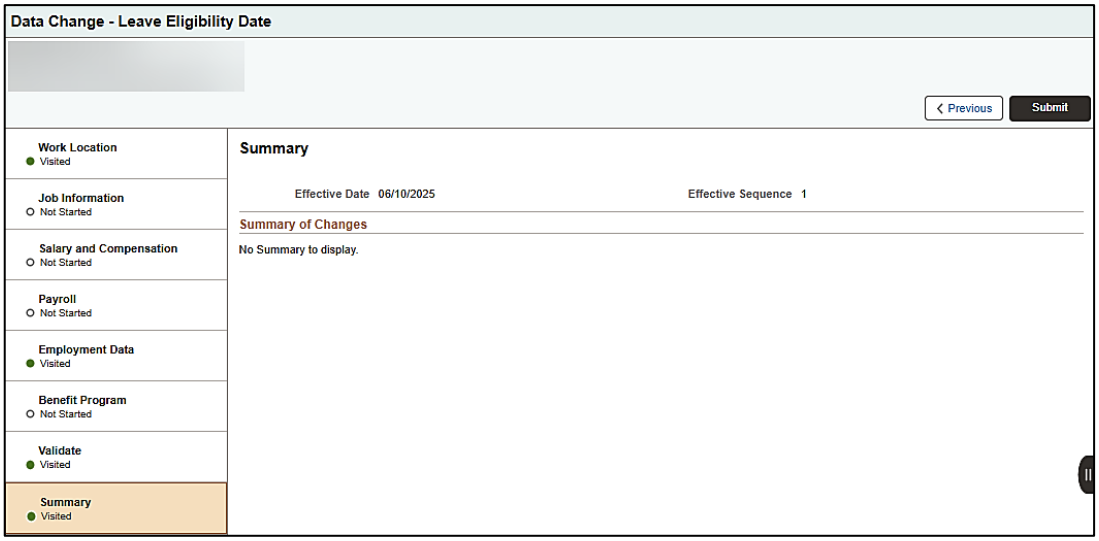
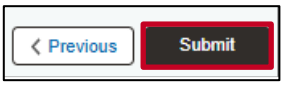


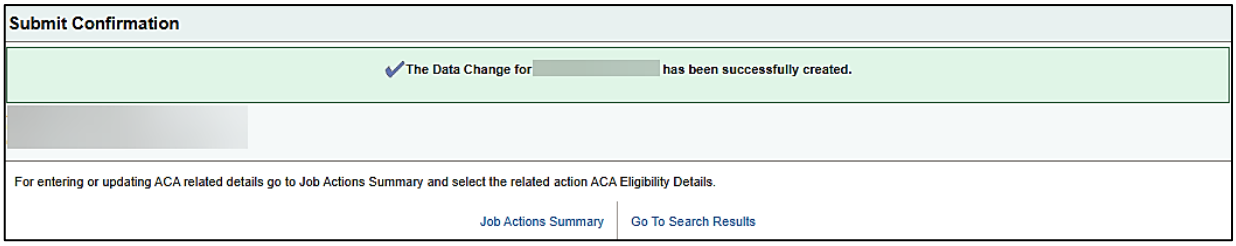
Step	Action
14.	Update the **Annual Leave Eligibility Date** field from “1/10/2015” to “10/10/2014” for this scenario.
15.	Click the **Validate** tab. 

The **Validate** page displays.



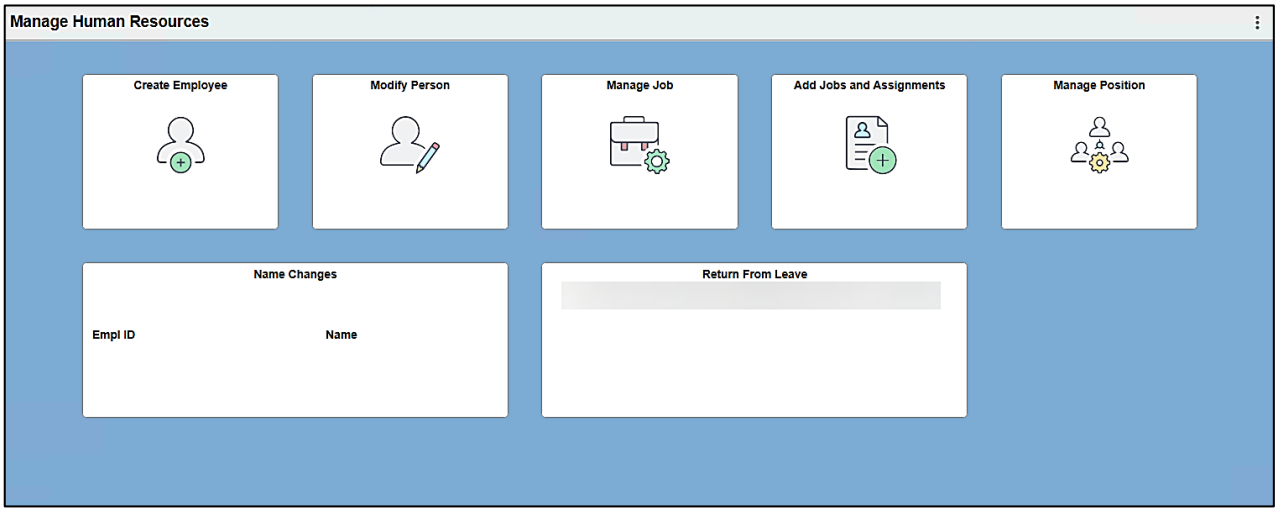
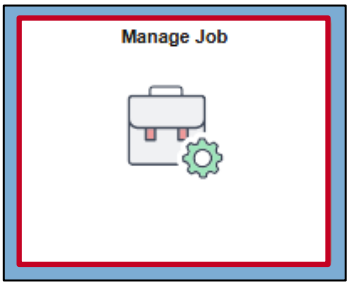
16.	Review the **Validate** page. **Note**: Users should validate every transaction to review and address any warnings and/or errors that may have occurred. Warnings can be bypassed, but errors must be addressed before submitting.

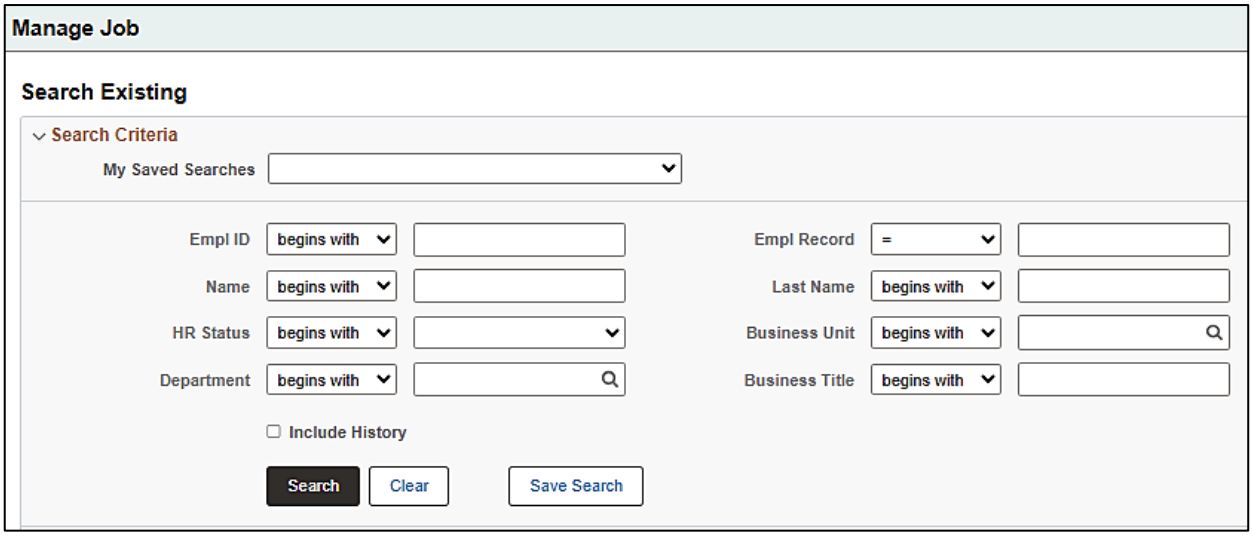
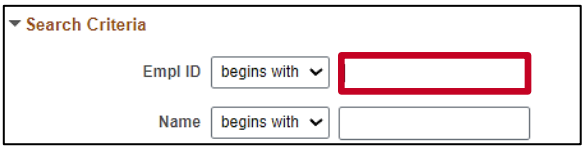
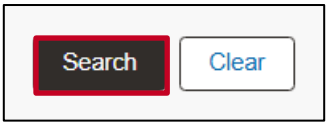
Step	Action
17.	After validation, click the **Summary** tab. 
The **Summary** page displays.  	
18.	Review the Summary of Changes if applicable and click the **Submit** button. 

Step	Action
The **Submit Confirmation** page displays. 	
	Upon saving the job transaction, the changes to the fields auto-populate the **Company Seniority Date** field from “1/10/2015” to “10/10/2014” and the **VSDP Sick/Per Leave Efft Date** field from “5/10/2021” to “10/10/2021”. The **VSDP Sick/PER Leave Efft Date** field equals the **Annual Leave Eligibility Date** field without the 12 months of Veteran’s Service Credit included.
	The **Annual Leave Eligibility Date** field should always be populated for Salaried employees in order for the Annual Leave Accrual rate and the VSDP Sick/Personal leave allotments to process in Absence Management accurately. This field is required when the **Previous State Service Months** and/or **Veteran’s Service Credit Months** fields are being used.
	VSDP Enroll Date – The example above shows an employee that was in a salaried job prior to the inception of VSDP who opted into the VSDP program on “10/10/2014”.

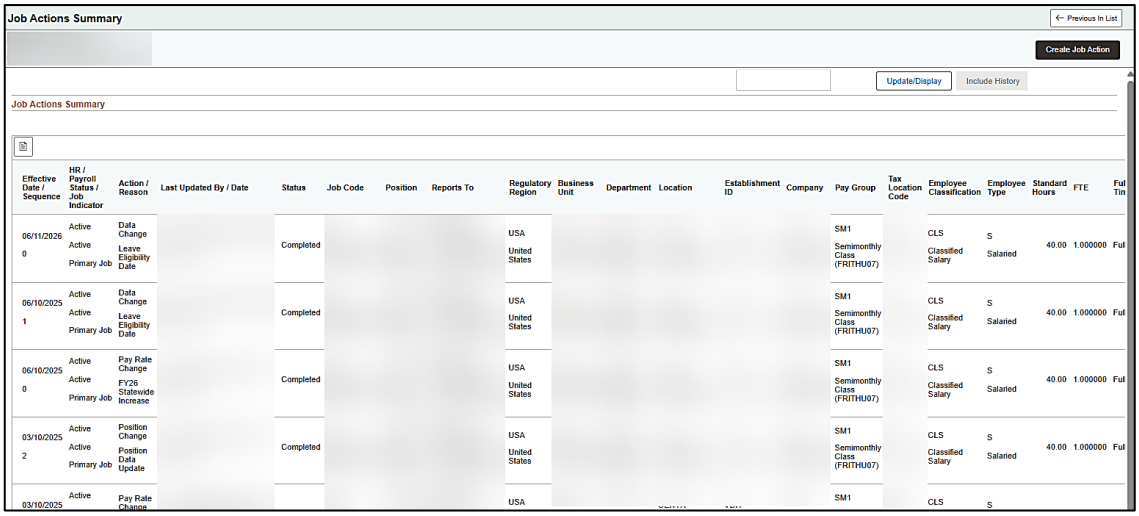
How to Validate a Break in Service

After the new hire/rehire transaction is complete, users can validate a break in service.

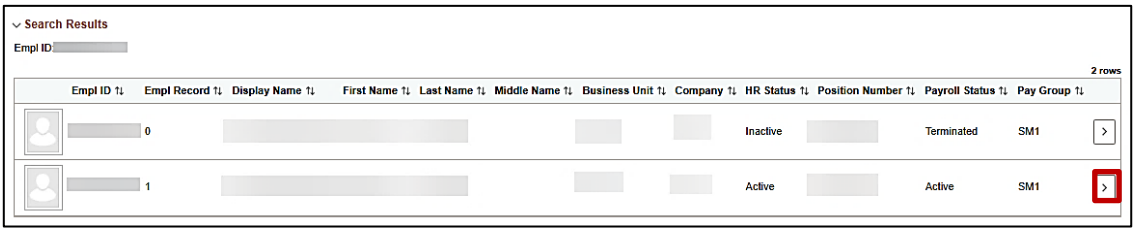
Step	Action
1.	Navigate to the **Manage Job** page by clicking the **Manage Human Resources** tile on the **Cardinal HCM Homepage**.
The **Manage Human Resources** page displays.  	
2.	Click the **Manage Job** tile. 

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**. This Job Aid is 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 Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. 
4.	Select the **Include History** checkbox option.
5.	Click the **Search** button. 

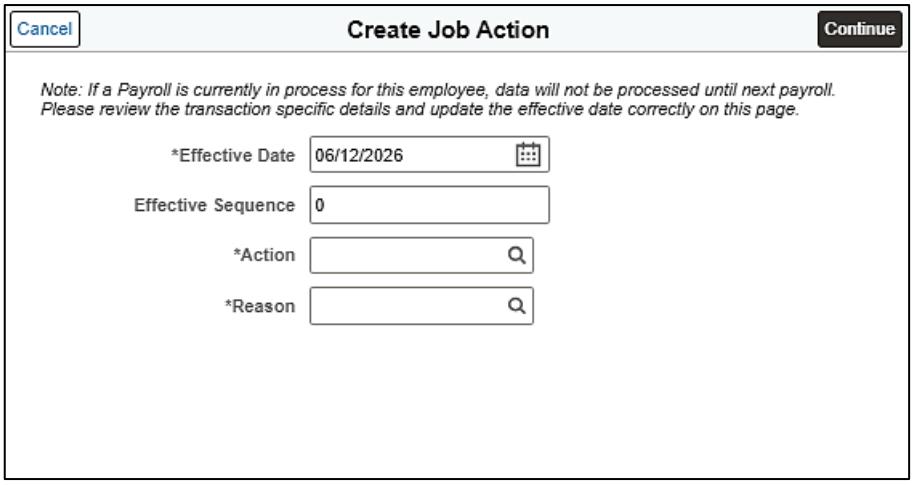
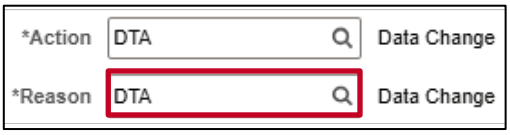
Step	Action
The **Job Actions Summary** page displays for the selected employee.	



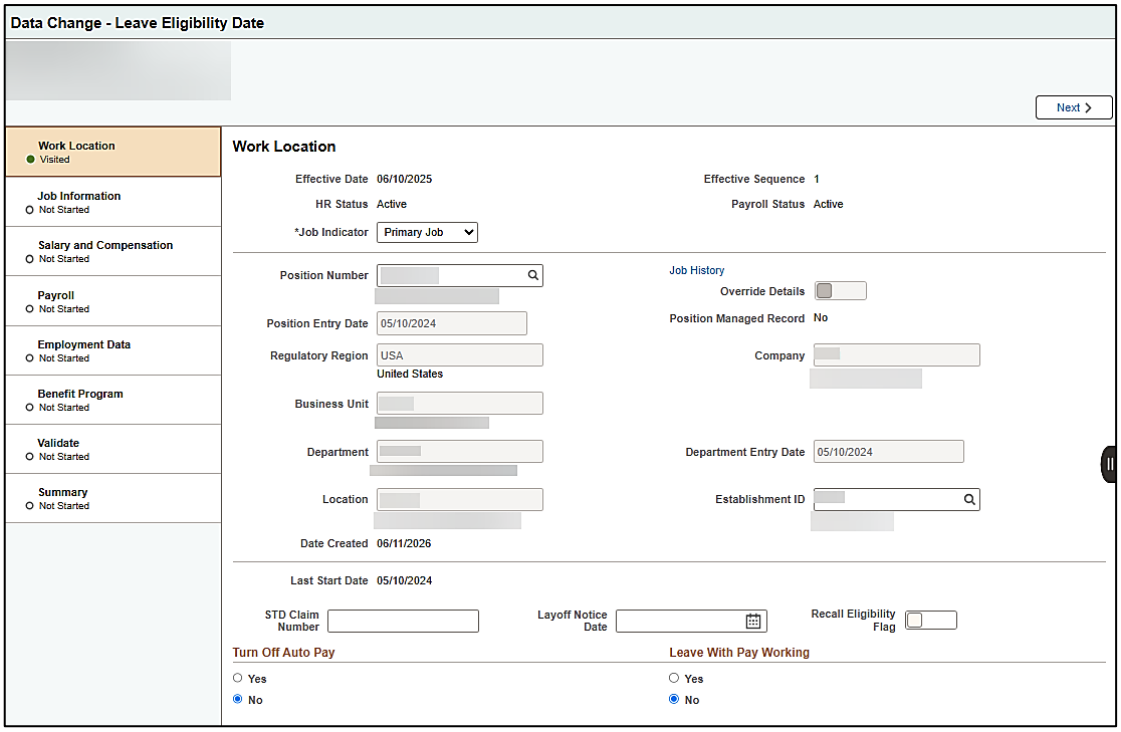
If the Search Results display multiple Employee Records, click the **Continue** button for the applicable Employee Record.



6. Click the **Create Job Action** button to add a new effective dated row.

Step	Action
The **Create Job Action** page displays in a pop-up window. 	
	When a new effective row is created, the **Effective Date** field displays the current date. Update as needed. **Note**: The **Effective Sequence** field will auto-populate.
7.	Click the **Action** dropdown button and select “DTA” (Data Change).
8.	Click the **Reason** dropdown button and select “DTA” (Data Change). 
9.	Click the **Continue** button.

Step	Action
	The **Work Location** page displays.



10.	Click the **Job History** link.

Step	Action

The **Job History** page displays in a pop-up window.

Job History

Empl ID

Job History

	Employment Record	Effective Date	Effective Sequence	Company	Action	Reason	HR Status	Pay Status	Position	Role Code	Salary Admin Plan	Grade	Pay Rate	Pay Frequency	Employee Class
1	1	06/11/2026	0	VDH	Data Change	Leave Eligibility Date	Active	Active			SW	4		Semimonthly	Classified Salary
2	1	06/10/2025	1	VDH	Data Change	Leave Eligibility Date	Active	Active			SW	4		Semimonthly	Classified Salary
3	1	06/10/2025	0	VDH	Pay Rate Change	FY26 Statewide Increase	Active	Active			SW	4		Semimonthly	Classified Salary
4	1	03/10/2025	2	VDH	Position Change	Position Data Update	Active	Active			SW	4		Semimonthly	Classified Salary
5	1	03/10/2025	1	VDH	Pay Rate Change	Additional Duties	Active	Active			SW	4		Semimonthly	Classified Salary
6	1	03/10/2025	0	VDH	Position Change	Position Data Update	Active	Active			SW	4		Semimonthly	Classified Salary
7	1	05/10/2024	0	VDH	Hire	New Hire	Active	Active			SW	4		Semimonthly	Classified Salary
8	0	01/18/2024	0	WSH	Termination	In Lieu of -Termination	Inactive	Terminated			SW	4		Semimonthly	Classified Salary
9	0	12/10/2023	0	WSH	Pay Rate Change	FY24 Dec Statewide Increase	Active	Active			SW	4		Semimonthly	Classified Salary
10	0	06/10/2023	1	WSH	Pay Rate Change	FY24 Statewide Increase	Active	Active			SW	4		Semimonthly	Classified Salary
11	0	04/10/2023	1	WSH	Data Change	Leave Eligibility Date	Active	Active			SW	4		Semimonthly	Classified Salary
12	0	04/10/2023	0	WSH	Transfer	Competitive Lateral	Active	Active			SW	4		Semimonthly	Classified Salary
13	0	03/10/2023	0	WSH	Hire	New Hire	Active	Active			SW	4		Semimonthly	Classified Salary

11. Validate the employee's activity in salaried classified and non-classified jobs.

Pay Frequency	Employee Class
Semimonthly	Classified Salary
Semimonthly	Classified Salary
Semimonthly	Classified Salary
Semimonthly	Classified Salary
Semimonthly	Classified Salary
Semimonthly	Classified Salary
Semimonthly	Classified Salary
Semimonthly	Classified Salary
Semimonthly	Classified Salary
Semimonthly	Classified Salary
Semimonthly	Classified Salary
Semimonthly	Classified Salary
Semimonthly	Classified Salary

Step	Action
12.	Locate the begin and end date (effective date) for each salaried position held by the employee and use these dates to calculate the prior service. **Note**: If there is a Conversion record displayed in the **Reason** column, the legacy system can be accessed to validate the historical hire and separation dates. For assistance, contact ihelp@dhrm.virginia.gov.

Job History

Empl ID

Job History

	Employment Record	Effective Date	Effective Sequence	Company	Action	Reason	HR Status	Pay Status	Position	Role Code	Salary Admin Plan	Grade	Pay Rate	Pay Frequency	Employee Class
1	1	06/11/2026	0	VDH	Data Change	Leave Eligibility Date	Active	Active			SW	4		Semimonthly	Classified Salary
2	1	06/10/2025	1	VDH	Data Change	Leave Eligibility Date	Active	Active			SW	4		Semimonthly	Classified Salary
3	1	06/10/2025	0	VDH	Pay Rate Change	FY26 Statewide Increase	Active	Active			SW	4		Semimonthly	Classified Salary
4	1	03/10/2025	2	VDH	Position Change	Position Data Update	Active	Active			SW	4		Semimonthly	Classified Salary
5	1	03/10/2025	1	VDH	Pay Rate Change	Additional Duties	Active	Active			SW	4		Semimonthly	Classified Salary
6	1	03/10/2025	0	VDH	Position Change	Position Data Update	Active	Active			SW	4		Semimonthly	Classified Salary
7	1	05/10/2024	0	VDH	Hire	New Hire	Active	Active			SW	4		Semimonthly	Classified Salary
8	0	01/18/2024	0	WSH	Termination	In Lieu of -Termination	Inactive	Terminated			SW	4		Semimonthly	Classified Salary
9	0	12/10/2023	0	WSH	Pay Rate Change	FY24 Dec Statewide Increase	Active	Active			SW	4		Semimonthly	Classified Salary
10	0	06/10/2023	1	WSH	Pay Rate Change	FY24 Statewide Increase	Active	Active			SW	4		Semimonthly	Classified Salary
11	0	04/10/2023	1	WSH	Data Change	Leave Eligibility Date	Active	Active			SW	4		Semimonthly	Classified Salary
12	0	04/10/2023	0	WSH	Transfer	Competitive Lateral	Active	Active			SW	4		Semimonthly	Classified Salary
13	0	03/10/2023	0	WSH	Hire	New Hire	Active	Active			SW	4		Semimonthly	Classified Salary

Step	Action
13.	Using the dates retrieved from the **Job History** page (Hire and Term dates only), input the dates into the **Previous State Service Months Calculator**. **Note**: If the employee has prior services dates that pre-date the Cardinal system, the legacy system can be accessed to find the begin and end dates to use.

Job History

Empl ID

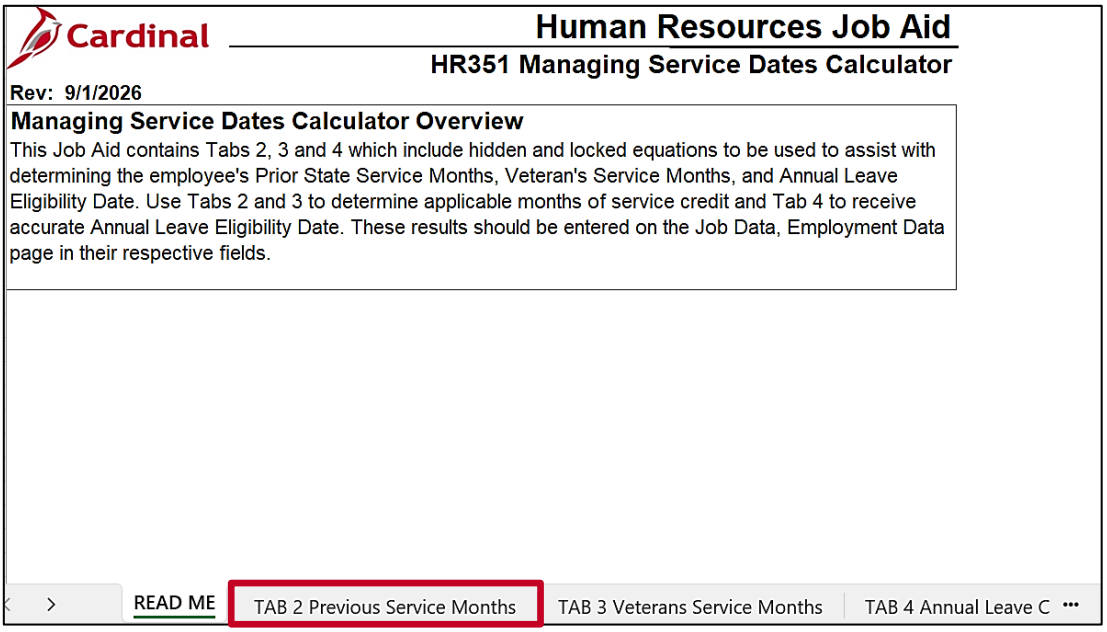
Job History

	Employment Record	Effective Date	Effective Sequence	Company	Action	Reason	HR Status	Pay Status	Position	Role Code	Salary Admin Plan	Grade	Pay Rate	Pay Frequency	Employee Class
1	1	06/11/2026	0	VDH	Data Change	Leave Eligibility Date	Active	Active			SW	4		Semimonthly	Classified Salary
2	1	06/10/2025	1	VDH	Data Change	Leave Eligibility Date	Active	Active			SW	4		Semimonthly	Classified Salary
3	1	06/10/2025	0	VDH	Pay Rate Change	FY26 Statewide Increase	Active	Active			SW	4		Semimonthly	Classified Salary
4	1	03/10/2025	2	VDH	Position Change	Position Data Update	Active	Active			SW	4		Semimonthly	Classified Salary
5	1	03/10/2025	1	VDH	Pay Rate Change	Additional Duties	Active	Active			SW	4		Semimonthly	Classified Salary
6	1	03/10/2025	0	VDH	Position Change	Position Data Update	Active	Active			SW	4		Semimonthly	Classified Salary
7	1	05/10/2024	0	VDH	Hire	New Hire	Active	Active			SW	4		Semimonthly	Classified Salary
8	0	01/18/2024	0	WSH	Termination	In Lieu of -Termination	Inactive	Terminated			SW	4		Semimonthly	Classified Salary
9	0	12/10/2023	0	WSH	Pay Rate Change	FY24 Dec Statewide Increase	Active	Active			SW	4		Semimonthly	Classified Salary
10	0	06/10/2023	1	WSH	Pay Rate Change	FY24 Statewide Increase	Active	Active			SW	4		Semimonthly	Classified Salary
11	0	04/10/2023	1	WSH	Data Change	Leave Eligibility Date	Active	Active			SW	4		Semimonthly	Classified Salary
12	0	04/10/2023	0	WSH	Transfer	Competitive Lateral	Active	Active			SW	4		Semimonthly	Classified Salary
13	0	03/10/2023	0	WSH	Hire	New Hire	Active	Active			SW	4		Semimonthly	Classified Salary

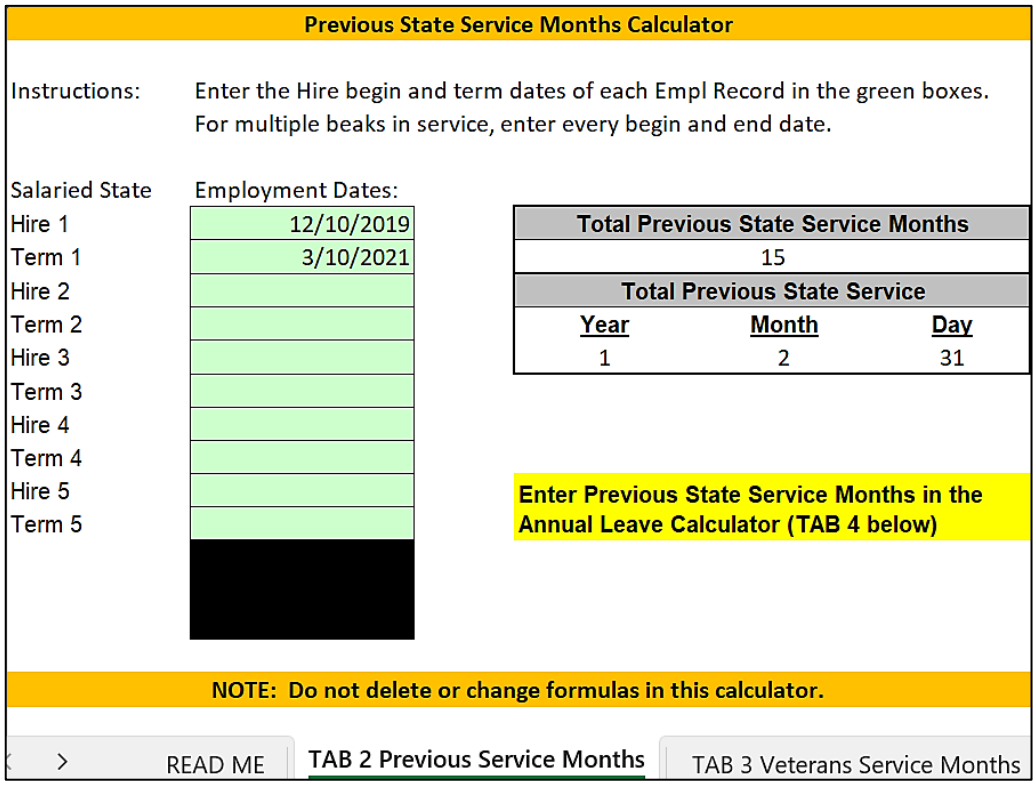
Users will only enter the consecutive Hire and Term dates in the Job History for the employee and will exclude the most recent Hire date when there is no associated Term date.

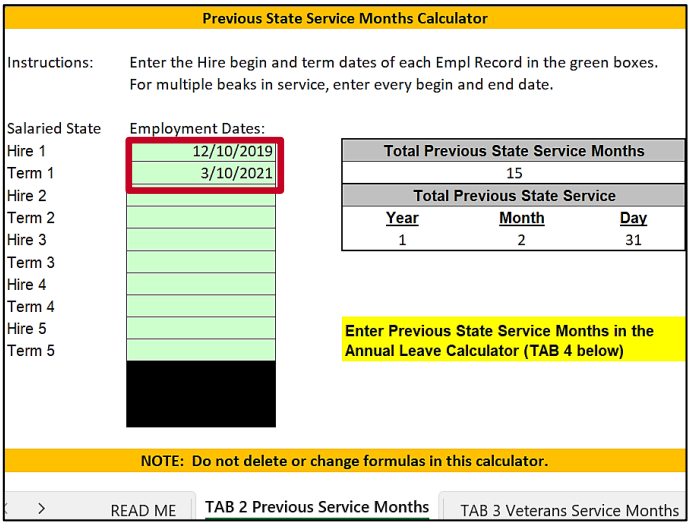
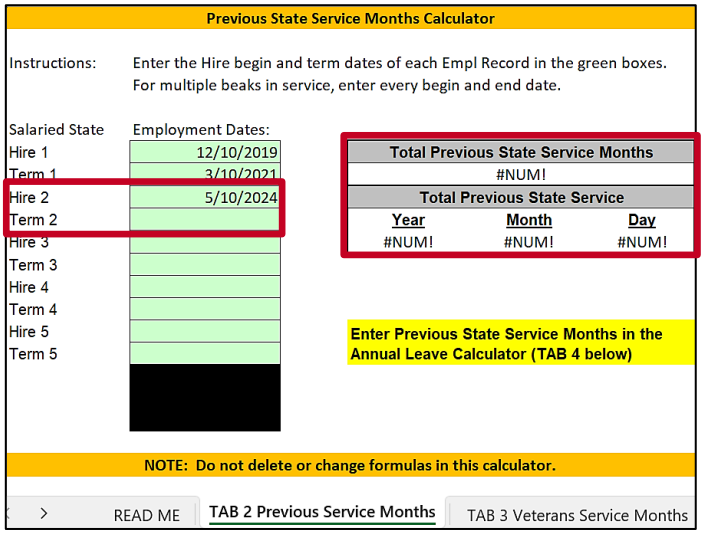
For more information on using the **Months of Prior Service Calculator**, see the Job Aid titled **HR351 Managing Service Dates Calculator**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Step	Action
14.	Open the **HR351 Managing Service Dates Calculator** Job Aid downloaded from the Cardinal website and select the **Previous State Service Calculator (TAB 2)**.



The **Previous State Service Months Calculator** tab is displayed.



Step	Action
15.	Enter the Hire and Term date(s) from the Job History in the corresponding Hire and Term fields of the **Previous State Service Months Calculator**. Begin with the oldest Hire and Term dates. The calculator will populate the **Total Previous State Service Months** and the **Total Previous State Service** as the Hire and Term dates are entered. **Note**: The screenshot below shows an entry in the **Previous State Service Months Calculator** using the Hire and Term date combinations from the example in **Step 8**. Users will add as many consecutive Hire and Term dates as are found in the Job History of the employee.  Previous State Service Months Calculator Instructions: Enter the Hire begin and term dates of each Empl Record in the green boxes. For multiple beaks in service, enter every begin and end date. Salaried State / Employment Dates: Hire 1 12/10/2019 Term 1 3/10/2021 Hire 2 Term 2 Hire 3 Term 3 Hire 4 Term 4 Hire 5 Term 5 Total Previous State Service Months: 15 Total Previous State Service: Year 1, Month 2, Day 31 Enter Previous State Service Months in the Annual Leave Calculator (TAB 4 below) NOTE: Do not delete or change formulas in this calculator. READ ME / TAB 2 Previous Service Months / TAB 3 Veterans Service Months
	When a Hire date is entered without a Term date, the calculator will not populate.  Previous State Service Months Calculator Instructions: Enter the Hire begin and term dates of each Empl Record in the green boxes. For multiple beaks in service, enter every begin and end date. Salaried State / Employment Dates: Hire 1 12/10/2019 Term 1 3/10/2021 Hire 2 5/10/2024 Term 2 Hire 3 Term 3 Hire 4 Term 4 Hire 5 Term 5 Total Previous State Service Months: #NUM! Total Previous State Service: Year #NUM!, Month #NUM!, Day #NUM! Enter Previous State Service Months in the Annual Leave Calculator (TAB 4 below) NOTE: Do not delete or change formulas in this calculator. READ ME / TAB 2 Previous Service Months / TAB 3 Veterans Service Months
	Prior Service Months will be entered in the **Annual Leave Calc** (**TAB 4**).

Step	Action
16.	Click the **Veterans Service Months** tab (**TAB 3**) if applicable. READ ME | **TAB 2 Previous Service Months** | TAB 3 Veterans Service Months | TAB 4 Annual Leave Calc

The **Months of Veterans Service Calculator** tab displays.

Months Of Veterans Service Calculator

Instructions: Enter the begin and term dates of employee's military service in the green boxes.
For multiple beaks in service, enter every begin and end date.

Veteran Service Dates:

Begin Service	11/16/2011
End Service	11/16/2014
Begin Service	
End Service	
Begin Service	
End Service	
Begin Service	
End Service	
Begin Service	
End Service	

Total Months of Military Service
36

Total Military Service		
Year	Month	Day
2	11	31

Enter Veterans Service Months in the Annual Leave Calculator (TAB 4 below)

NOTE: Do not delete or change formulas in this calculator.

READ ME | TAB 2 Previous Service Months | TAB 3 Veterans Service Months | TAB

Step	Action
17.	Enter the Begin Service date(s) in the **Veteran Service Date** field of the calculator. Veteran Service Dates: Begin Service 1/5/2002 End Service Begin Service End Service
18.	Enter the End Service date(s) in the **Veteran Service Date** field of the calculator. Veteran Service Dates: Begin Service 1/5/2002 End Service 1/20/2003 Begin Service End Service

Step	Action
	The calculator will populate the **Total Months of Military Service** and the **Total Military Service** as the Begin Service and End Service dates are entered.

Months Of Veterans Service Calculator

Instructions: Enter the begin and term dates of employee's military service in the green boxes. For multiple beaks in service, enter every begin and end date.

Veteran Service Dates:

Begin Service	1/5/2002
End Service	1/20/2003
Begin Service	
End Service	
Begin Service	
End Service	
Begin Service	
End Service	
Begin Service	
End Service	

Total Months of Military Service		
12		
Total Military Service		
Year	**Month**	**Day**
1	0	14

Enter Veterans Service Months in the Annual Leave Calculator (TAB 4 below)

NOTE: Do not delete or change formulas in this calculator.

19.	Click the **Annual Leave Calc** tab (**TAB 4**).

READ ME | **TAB 2 Previous Service Months** | TAB 3 Veterans Service Months | TAB 4 Annual Leave Calc

The **Calculate Annual Leave Eligibility Service Date** tab displays.

Calculate Annual Leave Eligibiity Date

Employee Name:	TEST	
EIN:	xxxxxxxxxxxxx	
Empl Record Rehire Date:	10/1/2022	(Rehire date, also continuous state service date)
Previous Service Months (Tab 2):	365	
Veterans Service Months (Tab 3)	97	
Total Service Credit Months	462	
Current Payroll Period to Date:	10/10/2022	(Start date of current payroll period)
Number of Pay Periods of LWOP:	0	

Convert to Top of Pay Period: 10/10/2022
Adjusts the current Empl Rcd Hire Date and adjust for Pre 6/10/1997 (lag pay) Pay Periods

Adjust Date for LWOP Periods: 10/10/2022 (See NOTE below)
Adjusts Converted date in cell D11 and advance by number of periods missed for LWOP

Full Years of Previous State Service: 30
Months of Previous State Service: 5
Convert previous state service months into whole years and remainder months

Annual Leave Eligiblity Date: 4/10/1984 Enter into Employee's Cardinal record
Adjusts the date in cell D17 and backs up the number of years/months of previous state service

NOTE: The employee's leave accrual rate calculation includes all cumulative periods of salaried/career state service. Periods of Leave Without Pay (LWOP) of more than 14 consecutive calendar days normally DO NOT count as service. Adjustment of the leave eligibility service date is required when LWOP periods are entered.

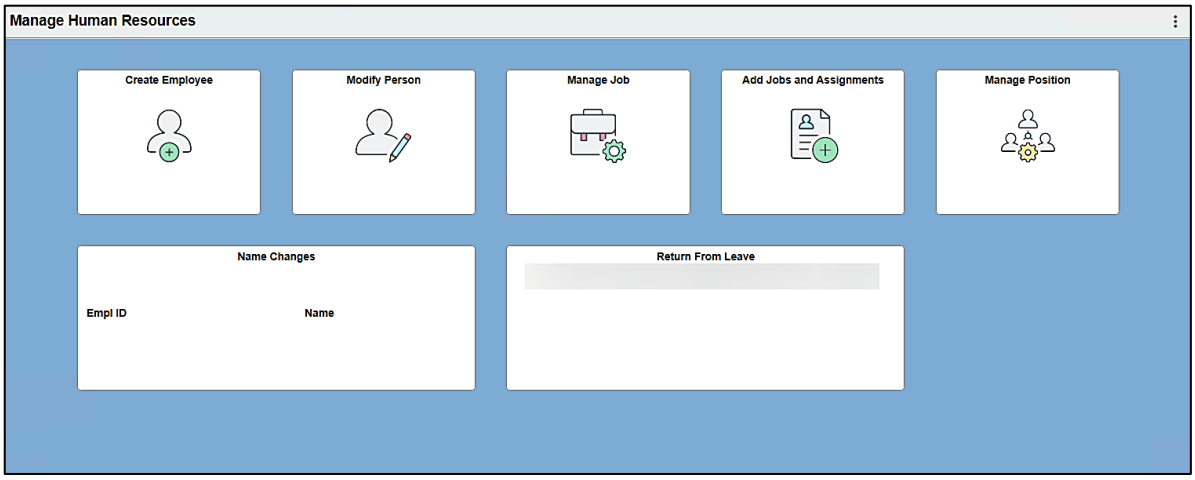
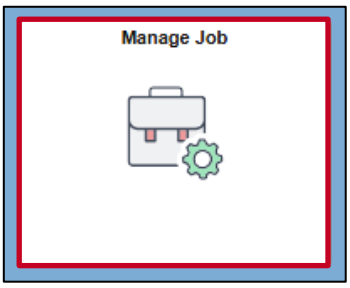
Remember to confirm prior service via former agency's HR, Cardinal and/or PMIS archives

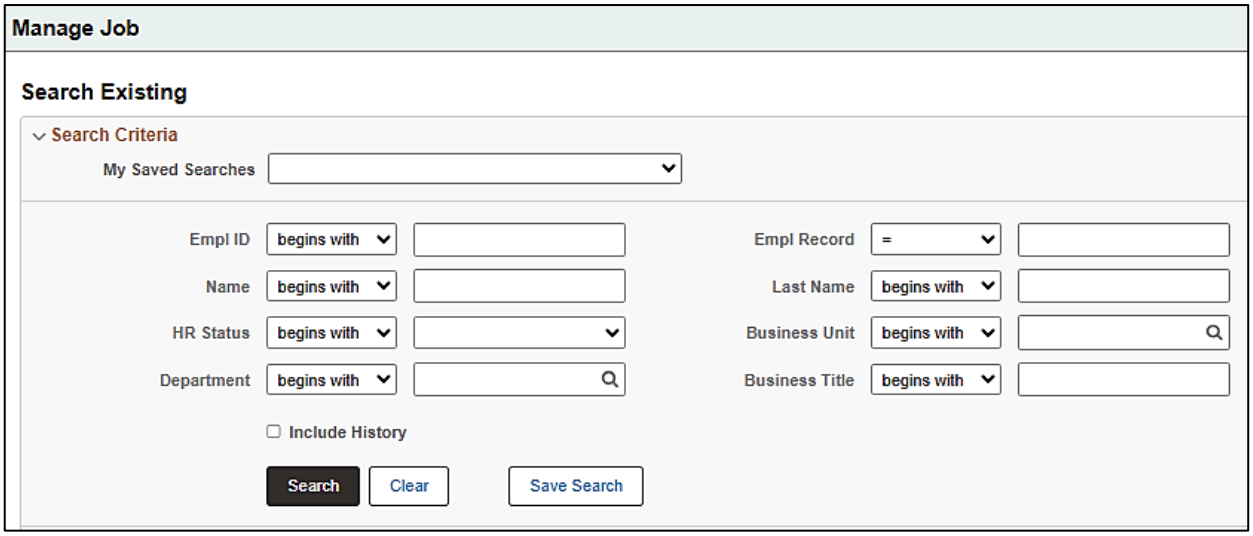
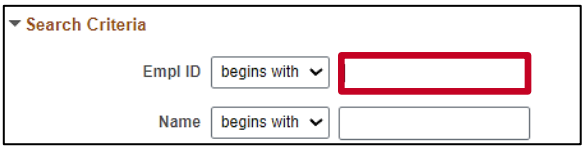
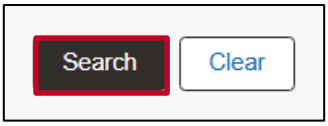
Step	Action
20.	Enter the **Empl Record Rehire Date** field from the Job Record just entered – “10/10/2020” in this example. **Calculate Annual Leave Eligibiity Date** Employee Name: TEST EIN: xxxxxxxxxxxxx Empl Record Rehire Date: 10/10/2020 (Rehire date, also continuous state service date) Previous Service Months (Tab 2): 15 Veterans Service Months (Tab 3) 36 Total Service Credit Months 51 Current Payroll Period to Date: 1/10/2025 (Start date of current payroll period) Number of Pay Periods of LWOP: 0
21.	Enter the Prior Service Months from **TAB 2** – “15” in this example. **Calculate Annual Leave Eligibiity Date** Employee Name: TEST EIN: xxxxxxxxxxxxx Empl Record Rehire Date: 10/10/2020 (Rehire date, also continuous state service date) Previous Service Months (Tab 2): 15 Veterans Service Months (Tab 3) 36 Total Service Credit Months 51 Current Payroll Period to Date: 1/10/2025 (Start date of current payroll period) Number of Pay Periods of LWOP: 0
22.	Enter the Veterans Service Months (if applicable) from **TAB 3** – “36” in this example. **Note**: The Total Service Credit Months field will auto-populate. **Calculate Annual Leave Eligibiity Date** Employee Name: TEST EIN: xxxxxxxxxxxxx Empl Record Rehire Date: 10/10/2020 (Rehire date, also continuous state service date) Previous Service Months (Tab 2): 15 Veterans Service Months (Tab 3) 36 Total Service Credit Months 51 Current Payroll Period to Date: 1/10/2025 (Start date of current payroll period) Number of Pay Periods of LWOP: 0
23.	Enter the **Current Payroll Period to Date** from the Job Record just entered – “1/10/2025” in this example. **Calculate Annual Leave Eligibiity Date** Employee Name: TEST EIN: xxxxxxxxxxxxx Empl Record Rehire Date: 10/10/2020 (Rehire date, also continuous state service date) Previous Service Months (Tab 2): 15 Veterans Service Months (Tab 3) 36 Total Service Credit Months 51 Current Payroll Period to Date: 1/10/2025 (Start date of current payroll period) Number of Pay Periods of LWOP: 0

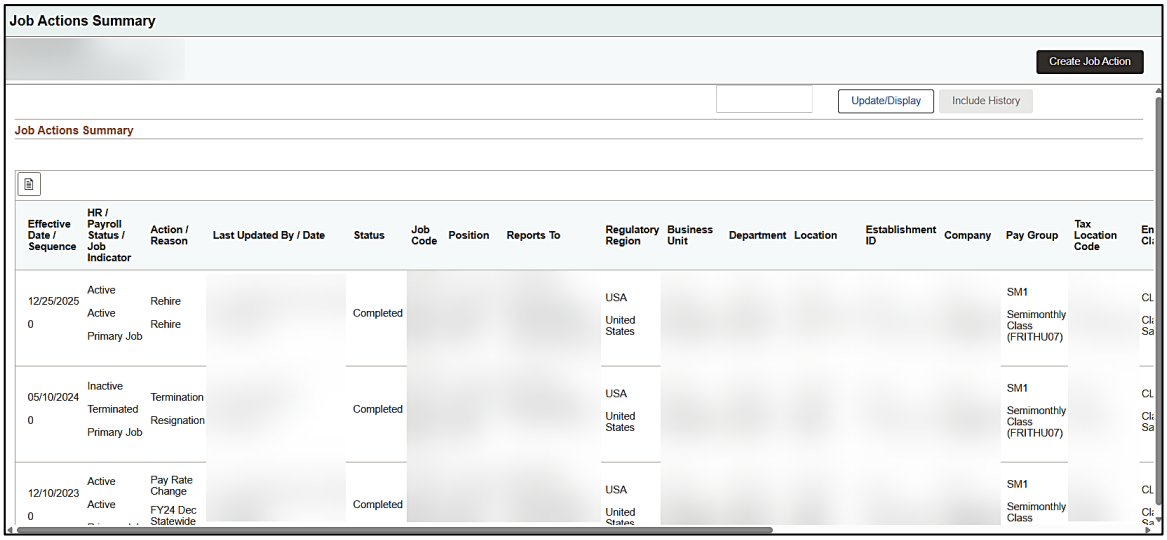
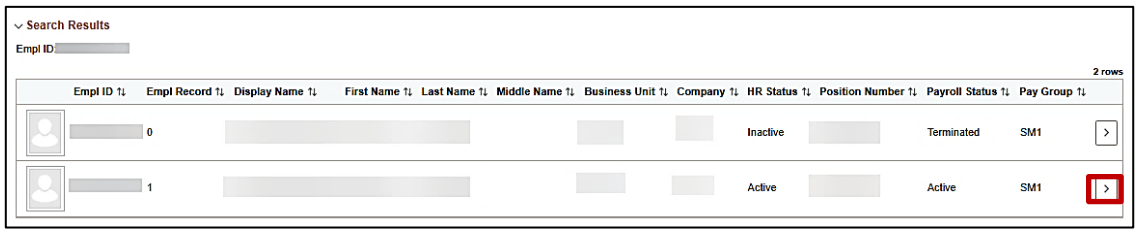
Step	Action
24.	The **Annual Leave Eligibility Date** field will auto-populate – “7/10/2016” in this example. Enter this date on the Job Record in the **Annual Leave Eligibility Date** field. **Full Years of Previous State Service:** 1 **Months of Previous State Service:** 3 *Convert previous state service months into whole years and remainder months* **Annual Leave Eligiblity Date:** 7/10/2016 Enter into Employee's Cardinal record *Adjusts the date in cell D17 and backs up the number of years/months of previous state service*

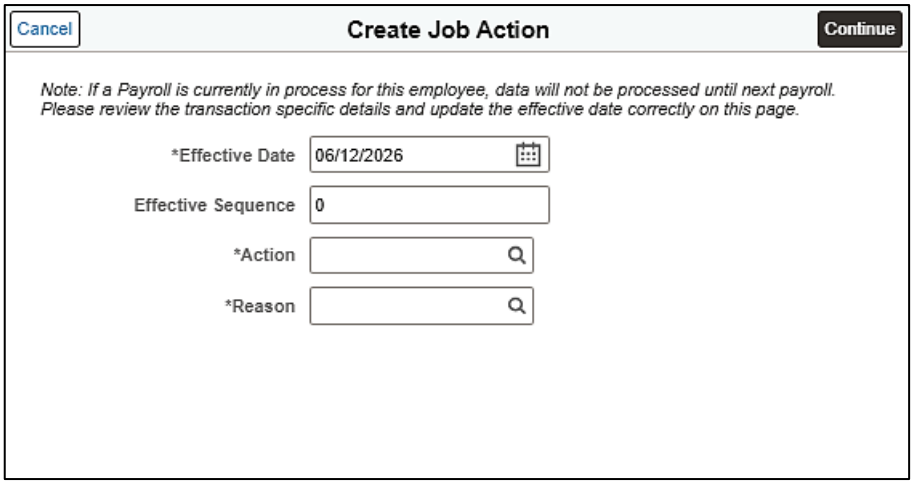
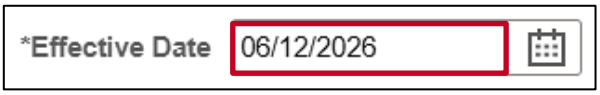
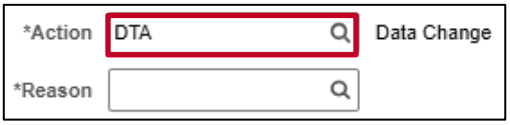
How to Enter Veteran's Service Months, Previous State Service Months, and Adjust Leave Eligibility Service Date

In order to document the effective date and the change being made (used by TA), users will create a Job Action to add a Job Data row with the applicable effective date using the Action/Reason combination of "Data Change/Leave Eligibility Date" and then proceed to the **Employment Data** page to update the Continuous Service Date information.

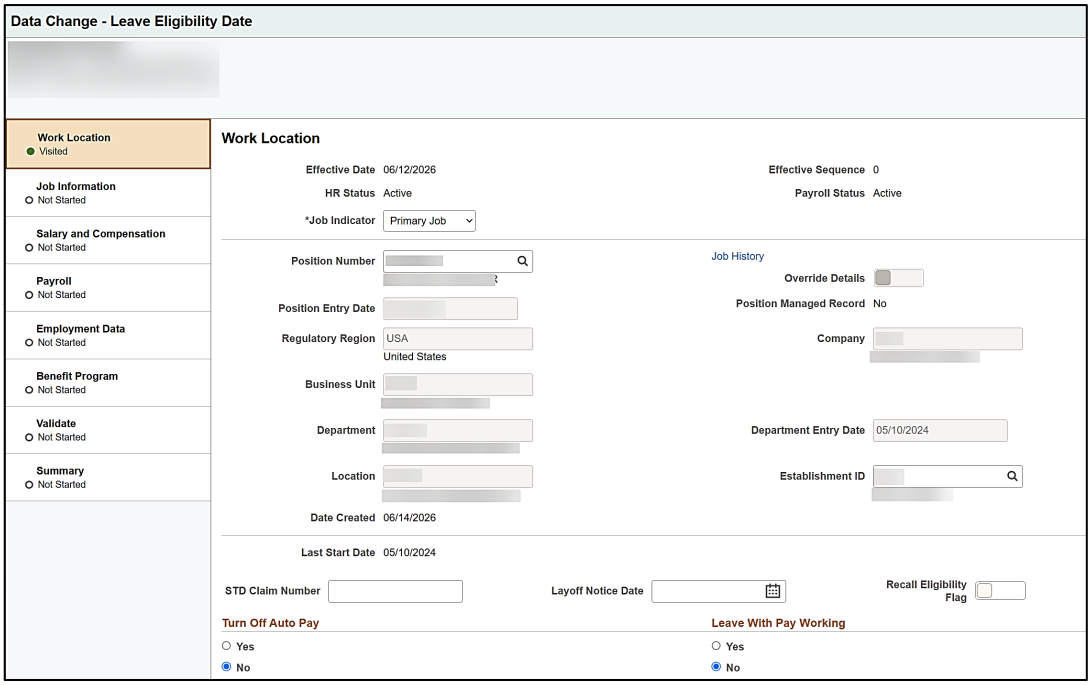
Step	Action
1.	Navigate to the **Manage Job** page by clicking the **Manage Human Resources** tile on the **Cardinal HCM Homepage**.
The **Manage Human Resources** page displays.  	
2.	Click the **Manage Job** tile. 

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**. This Job Aid is 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 Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. 
4.	Select the **Include History** checkbox option.
5.	Click the **Search** button. 

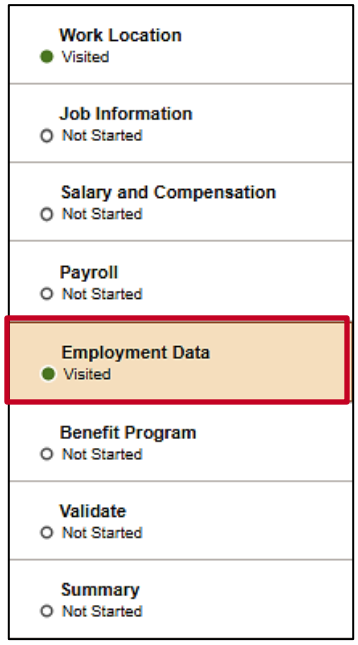
Step	Action
The **Job Actions Summary** page displays for the selected employee. 	
	If the Search Results display multiple Employee Records, click the **Continue** button for the applicable Employee Record. 
6.	Click the **Create Job Action** button to add a new effective dated row.

Step	Action
The **Create Job Action** page displays in a pop-up window. 	
7.	Update the effective date as needed using the **Effective Date Calendar** icon. **Note**: If using the same date as the Hire date or the same date as a current Job Data row, the **Effective Sequence** field will automatically increment by 1 digit. If the update is for the **Veteran's Service Credit Months** field, use the date the DD-214 was approved by HR as the effective date. If the row to add the Veteran's Service Credit Months needs to be inserted between two Job Data rows, submit a Help Desk ticket to vccc@vita.virginia.gov. 
8.	Click the **Action** dropdown button and select "DTA" (Data Change). 
9.	Click the **Reason** dropdown button and select "LED" (Leave Eligibility Data).
10.	Click the **Continue** button.

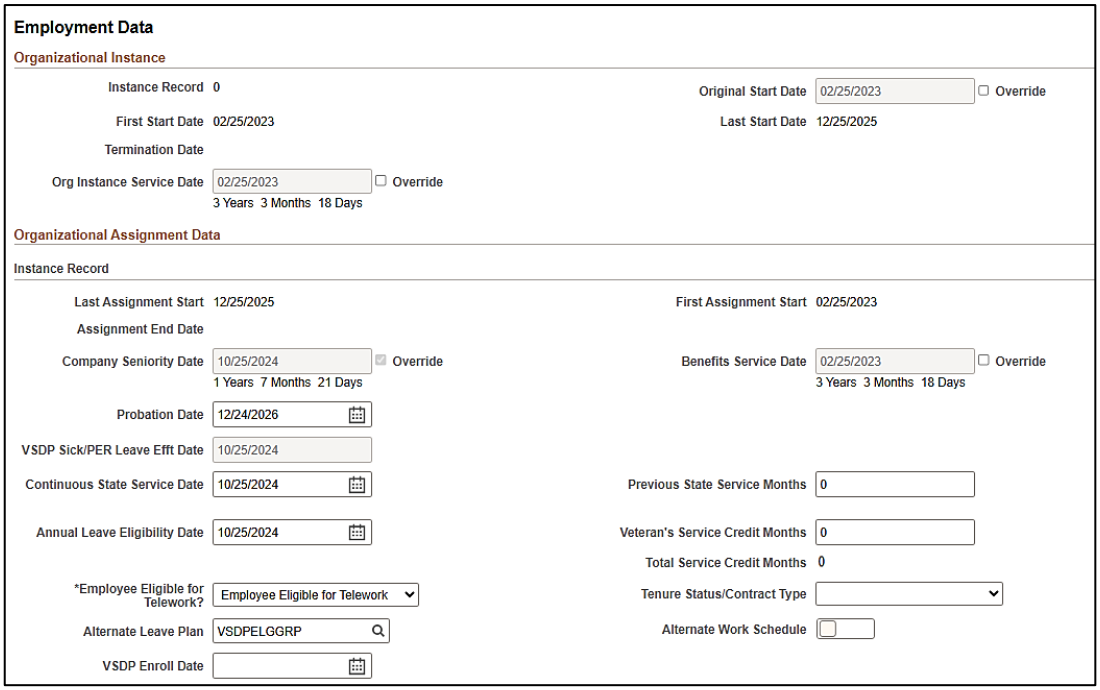
Step	Action
	The **Work Location** page displays.



11.	Click the **Employment Data** tab.



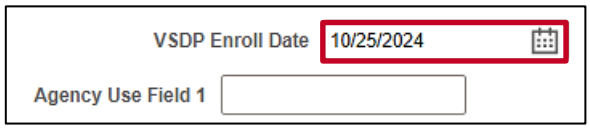
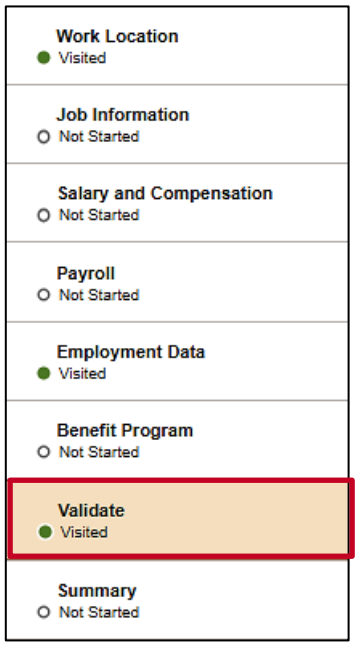
Step	Action
The **Employment Data** page displays.	

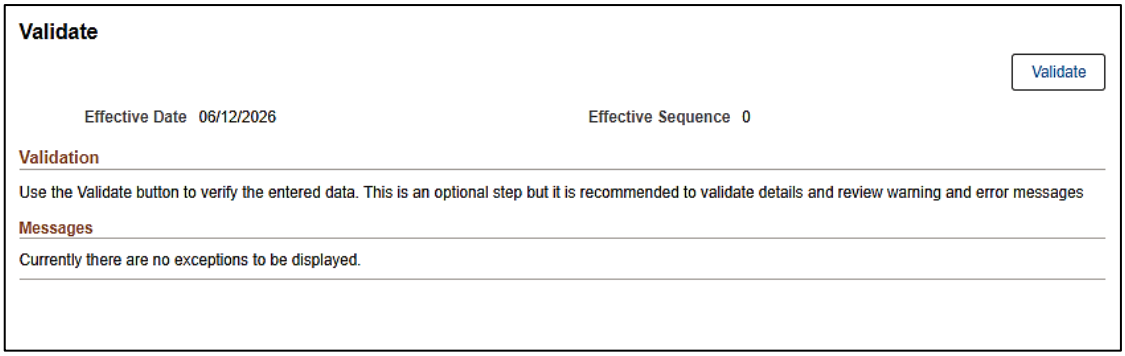
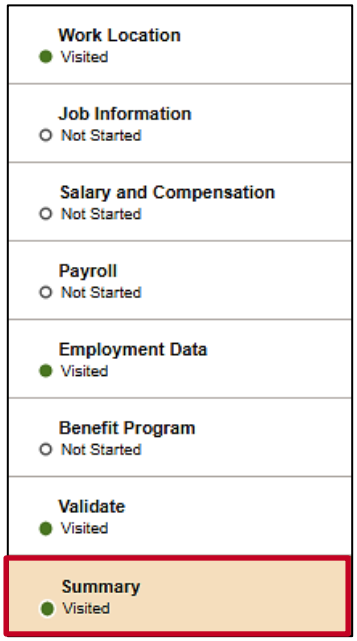


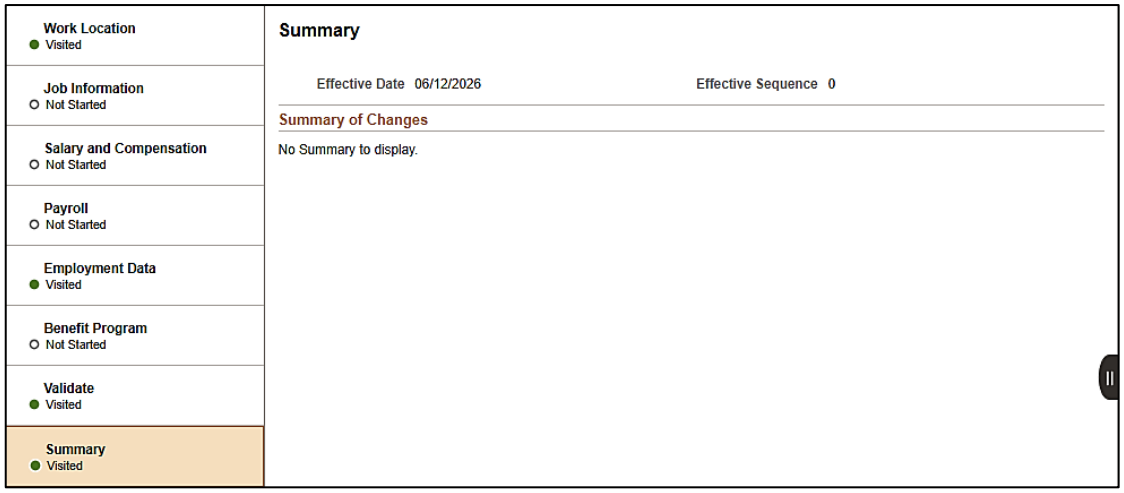
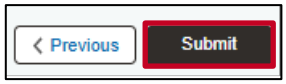
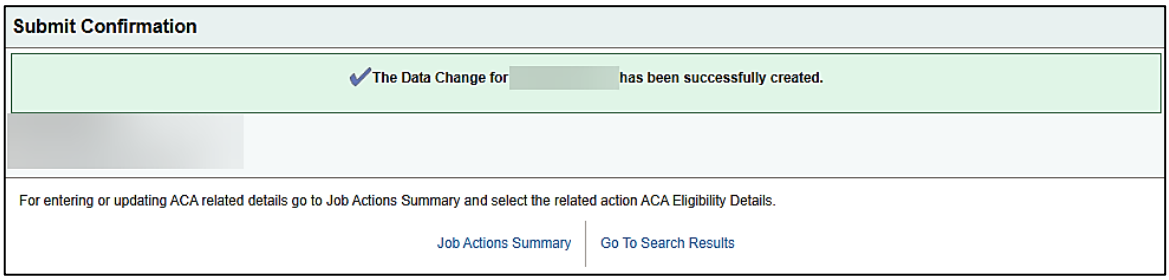
12.	Enter or select the **Continuous State Service Date** from the service date calculator (**TAB 2**) –"02/25/2023" for this example. **Note**: This is the Hire/Rehire date of the employee back into State service.

13.	Enter the **Previous State Service Months** calculated from the service date calculator (**TAB 2**) – "14" for this example.

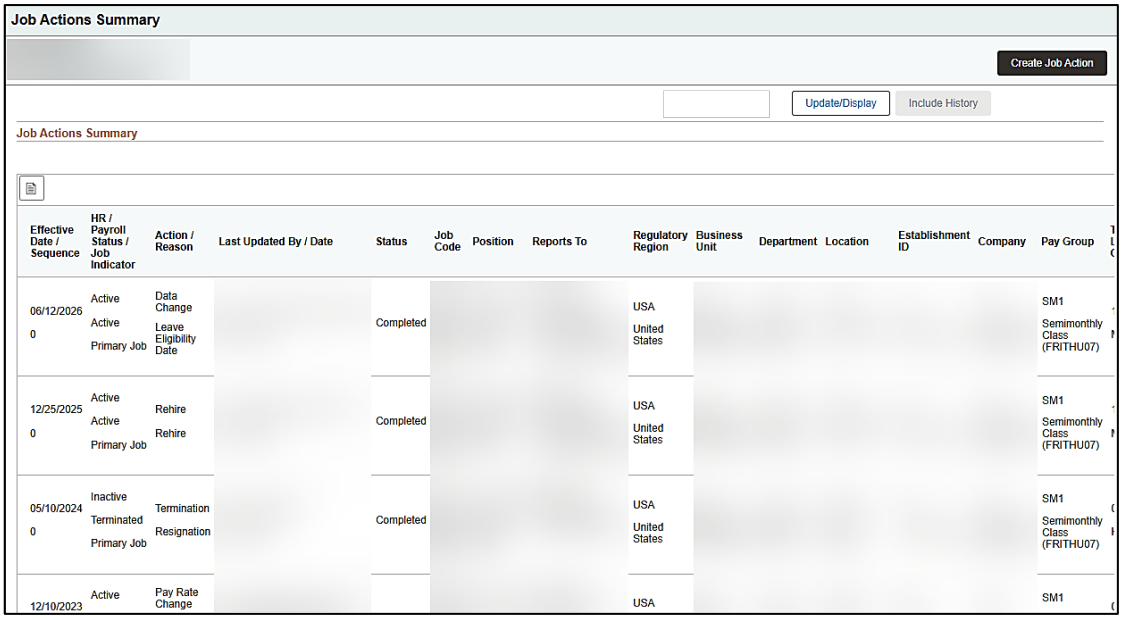
14.	Enter the **Veteran's Service Credit Months** calculated from the service date calculator (**TAB 2**) – "36" in this example.

Step	Action
15.	Enter or select the **Annual Leave Eligibility Date** from the service date calculator (**TAB 2**) – "10/25/2024" for this example. **Note**: For Veterans, the annual leave accrual is determined by using cumulative state service and veteran's service in the military, National Guard, or Reserves.
	The **Total Service Credit Months**, **Company Seniority Date**, **VSDP Sick/PER Efft Date** fields will auto-populate after submission.
16.	Ensure that the **VSDP Enrollment Date** field is populated with the original date that the employee was enrolled in the VSDP program – "10/25/2024" for this example. 
17.	Click the **Validate** tab. 

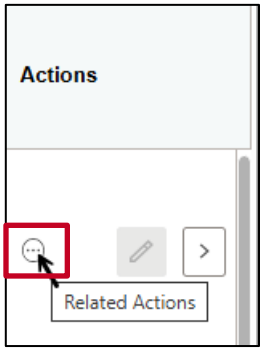
Step	Action
The **Validate** page displays. 	
18.	Review the **Validate** page. **Note**: Users should validate every transaction to review and address any warnings and/or errors that may have occurred. Warnings can be bypassed, but errors must be addressed before submitting.
19.	After validation, click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

Step	Action
The **Summary** page displays. 	
20.	Review the Summary of Changes if applicable and click the Submit button. 
The **Submit Confirmation** page displays. 	
21.	Click the **Job Actions Summary** link.

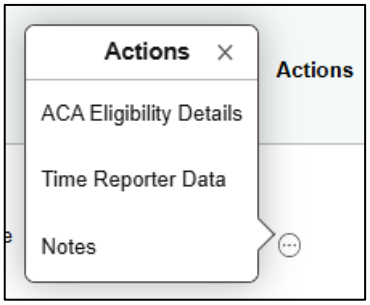
Step	Action
The **Job Actions Summary** page refreshes with the new effective dated row.	

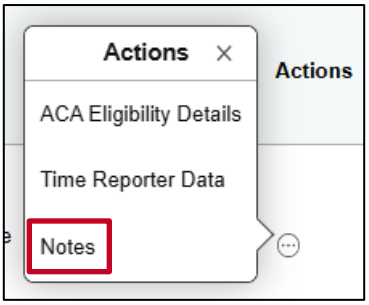


22.	Scroll to the far right of the new effective dated row, and click the **Related Actions** icon (3 dots).

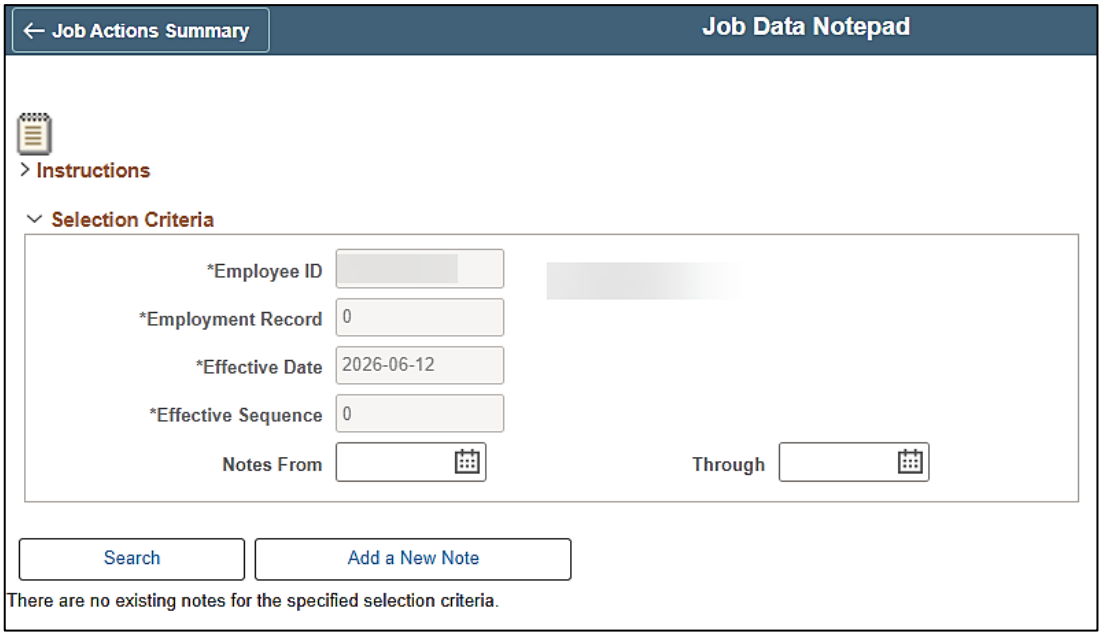


The **Actions** page displays in a pop-up window.



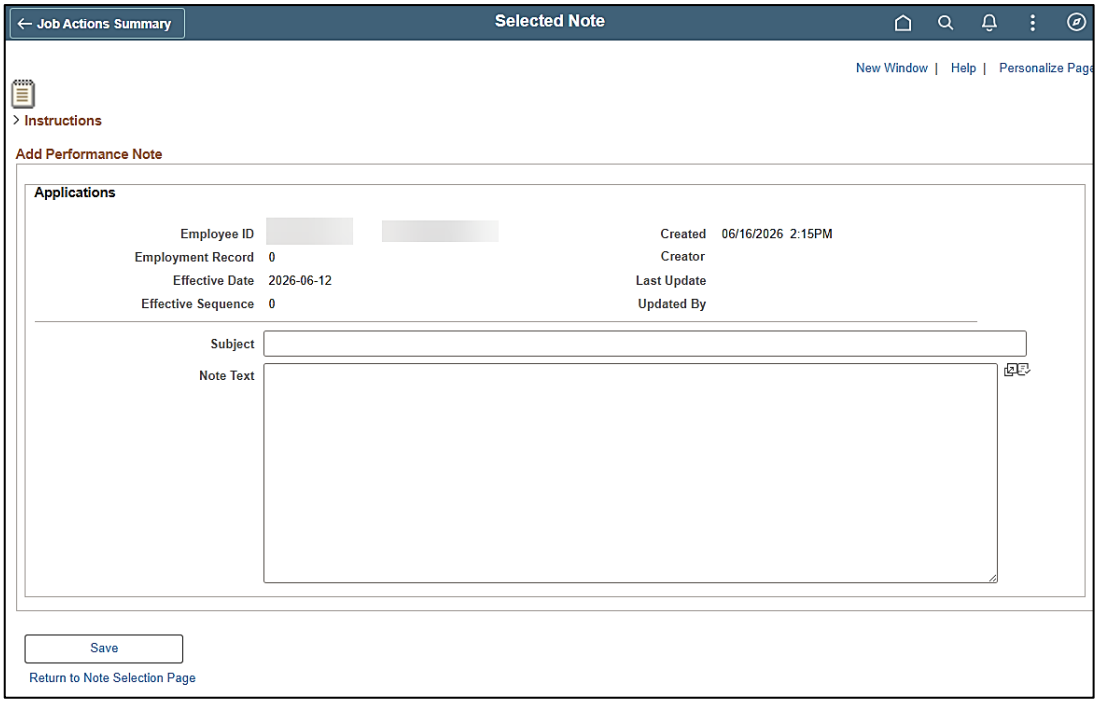
Step	Action
23.	Click the **Notes** link. 

The **Job Data Notepad** page displays.

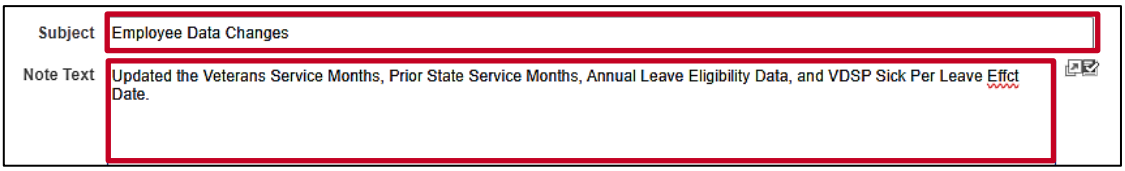


24.	Click the **Add a New Note** button.

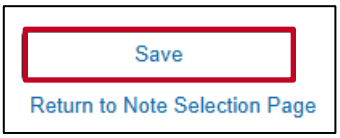
Step	Action
	The **Selected Note** page displays.



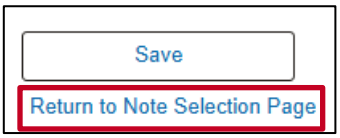
25.	Document the reason for the changes using the **Subject** and **Note Text** fields.

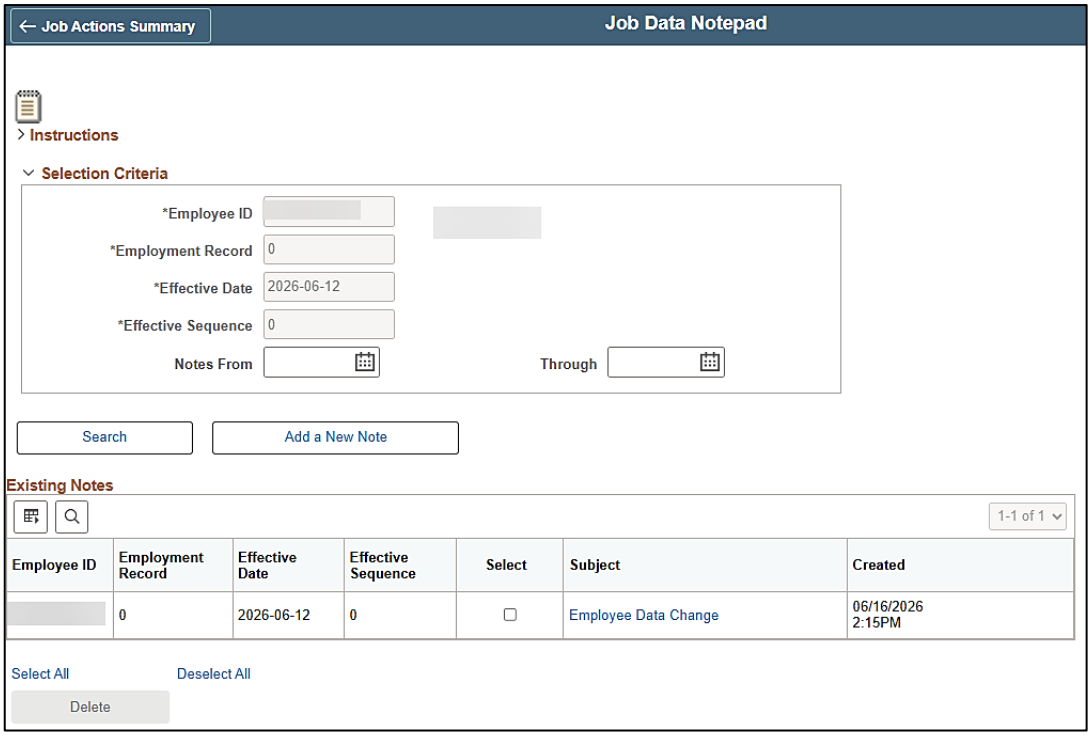
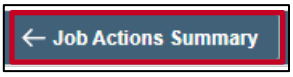


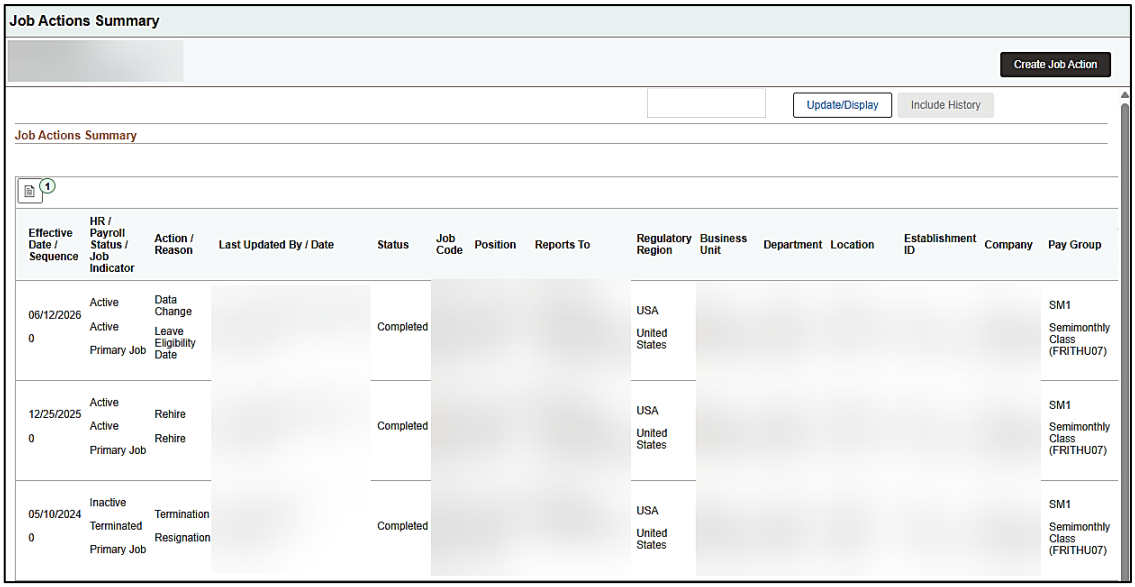
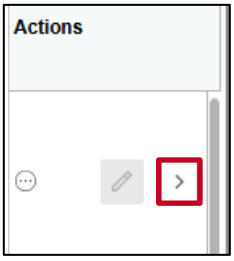
26.	Click the **Save** button.

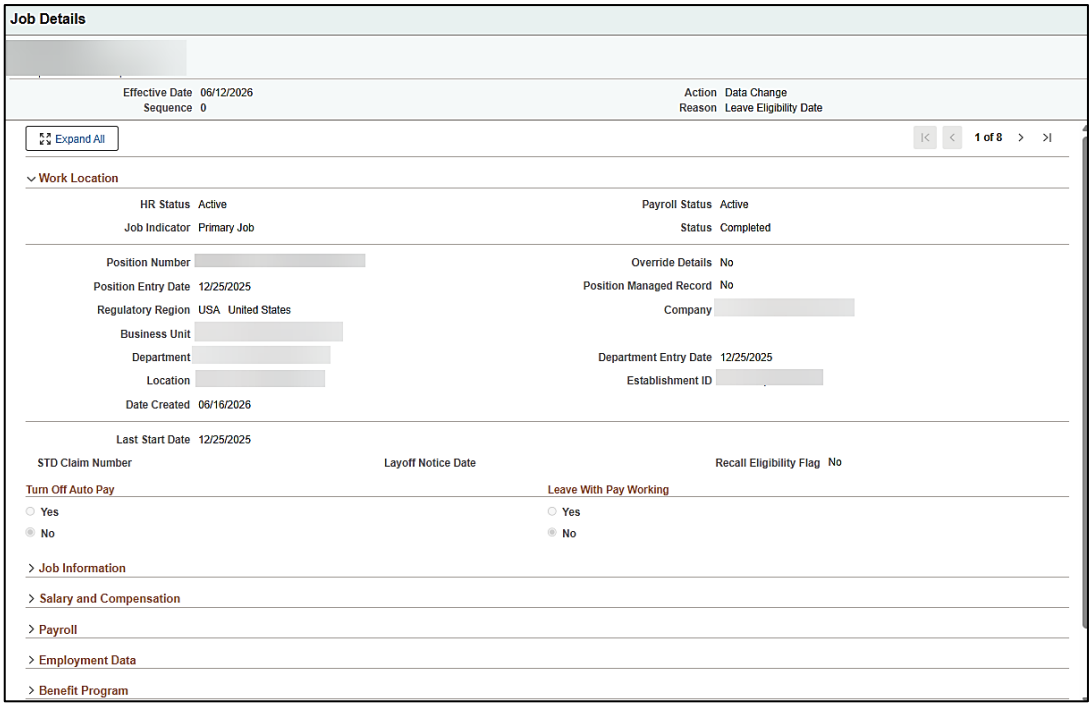
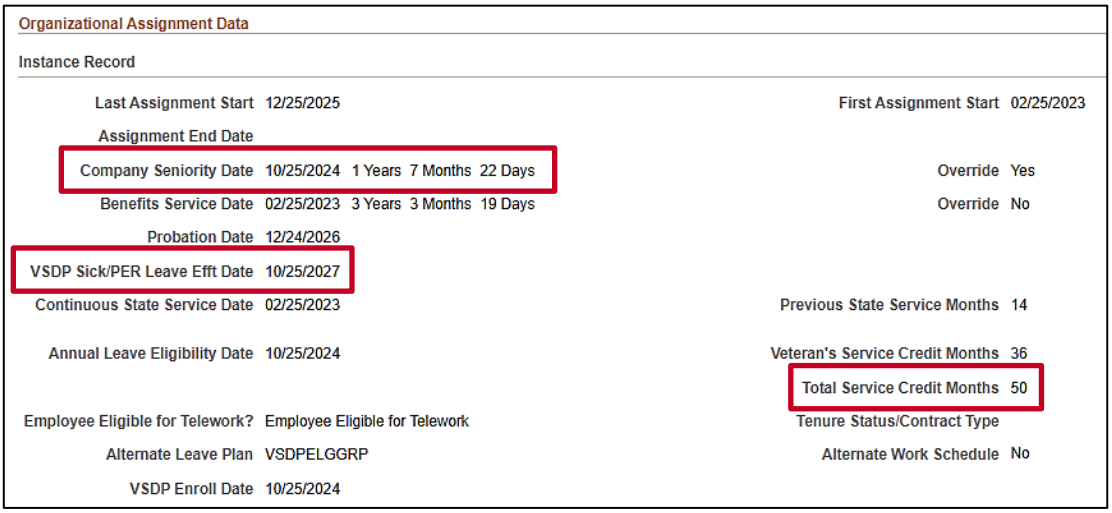


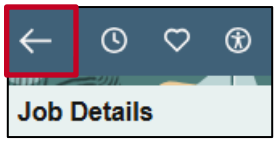
27.	Click the **Return to Note Selection Page** link.



Step	Action
The **Job Data Notepad** page refreshes. 	
28.	Click the **Back** arrow to return to the **Job Actions Summary** page. 

Step	Action
The **Job Actions Summary** page redisplays. 	
29.	Scroll to the right of the page and click the **View Job Details** button on the new effective dated row. 

Step	Action
The **Job Details** page displays. 	
30.	Click the **Expand All** button or click to expand the **Employment Data** section.
31.	Scroll down to the **Organization Assignment Data** section and confirm that the **VSDP Sick/PER Leave Efft Date**, **Company Seniority Date**, and **Total Service Credit Months** fields auto-populated accurately. 	

Step	Action
32.	Click the **Back** (arrow) button to return to the **Job Actions Summary** page. 

Service Date Definitions

(In order of appearance on the **Employment Data** section)

Cardinal FIELD Name Interfacing Agy	Online Field Name	Meaning	PeopleSoft Delivered	Customized For Cardinal	Cardinal Specific
ORIG_HIRE_DT	Original Start Date	Earliest start date for the employee being hired into this Business Unit. If the employee leaves and is rehired into the same employment record, this date remains the same. If the employee leaves this Business Unit and goes to another Business Unit, they receive a new Original Start Date for that new Business Unit.	X		
ORIG_HIRE_DT	First Start Date	This date should match the Original Start Date for each employment record.	X		
LAST_HIRE_DT	Last Start Date	This is the Rehire date. If an employee is terminated and rehired into the Business Unit and employment record, this date will reflect the rehire effective date.	X		
TERMINATION_DT	Termination Date	Termination Date from this BU.	X		
NOT ON HR003 INTERFACE OR HR296 EXTRACT	Org Instance Service Date	DO NOT USE! This field is used by companies that acquire other companies.	X		
NOT ON HR003 INTERFACE OR HR296 EXTRACT	Last Assignment Start Date	DO NOT USE! This date should match the Original Start Date or the Last Start Date for each employment record.	X		
NOT ON HR003 INTERFACE OR HR296 EXTRACT	First Assignment Start	DO NOT USE! This date should match the Original Start Date or the Last Start Date for each employment record.	X		

Cardinal FIELD Name Interfacing Agy	Online Field Name	Meaning	PeopleSoft Delivered	Customized For Cardinal	Cardinal Specific
NOT ON HR003 INTERFACE OR HR296 EXTRACT	Company Seniority Date	This field auto-populates by the value in the **Annual Leave Eligibility Date** field. This field is read only and cannot be edited. This date populates the Absence Management page and is used to determine the Annual Leave Accrual rate.		X	
NOT ON HR003 INTERFACE OR HR296 EXTRACT	Benefits Service Date	**DO NOT USE!** Populated from the Benefits Program Participant page. Do not use the override box to change the value.	X		
PROBATION_DT	Probation Date	Probation Expiration Date should be entered in this field, if applicable.		X	
NOT ON HR003 INTERFACE OR HR296 EXTRACT	VSDP Sick/PER Leave Efft Date	This date auto-populates when the record is saved using the data in the **Veteran's Service Credit Months** and the **Annual Leave Eligibility Date** fields. When **Veteran's Service Credit Months** field is 0, the **VSDP SICK/PER Leave Efft Date** will match the **Annual Leave Eligibility Date**. When **Veteran's Service Credit Months** field is greater than (>) 0, that number will automatically adjust and populate the **VSDP SICK/PER Leave Efft Date** using the **Annual Leave Eligibility Date**, therefore accuracy is crucial.			X
V_CONT_ST_SVC_DT	Continuous State Service Date	State employment time without any break in service. This field is used to determine eligibility for severance, benefits at layoff, when			X

Cardinal FIELD Name Interfacing Agy	Online Field Name	Meaning	PeopleSoft Delivered	Customized For Cardinal	Cardinal Specific
		applicable, for VPA covered employees.			
V_PRIOR_SVC_MONTHS	Previous State Service Months	Used when there is a break in service (Rehires only). Reference the **HR351 Managing Service Dates Calculator** Job Aid to calculate the value for this field.			X
V_LEAVE_SVC_DATE	Annual Leave Eligibility Date	This field MUST BE updated for all VPA covered employees and salaried employees for Agencies that use Cardinal's Absence Management. This date automatically populates the **Company Seniority Date** field.			X
NOT ON HR003 INTERFACE OR HR296 EXTRACT	Veterans Service Credit Months	Used when employee has applicable military service and is eligible for annual leave accrual rate credit.			X
NOT ON HR003 INTERFACE OR HR296 EXTRACT	Total Service Credit Months	Auto-populates based on the Veterans Service and Previous State Service months, and is used to calculate the Annual Leave Elig Date when there is a break in service.			X
V_VSDP_ENROLL_DATE	VSDP Enroll Date	Used by the VSDP vendor to determine original program enrollment date. This field is provided to VRS.			X