

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.



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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. <u>Failing to do so will result in an error upon saving the transaction.</u>
VSDP Sick/PER Leave Effrt Date	The Veterans Service Credit cannot impact the amount of VSDP Sick or Personal Leave the employee receives. Therefore, the VSDP Sick/PER Leave Effrt 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 Effrt Date field will automatically populate.



Proper Use of The Service Date Fields

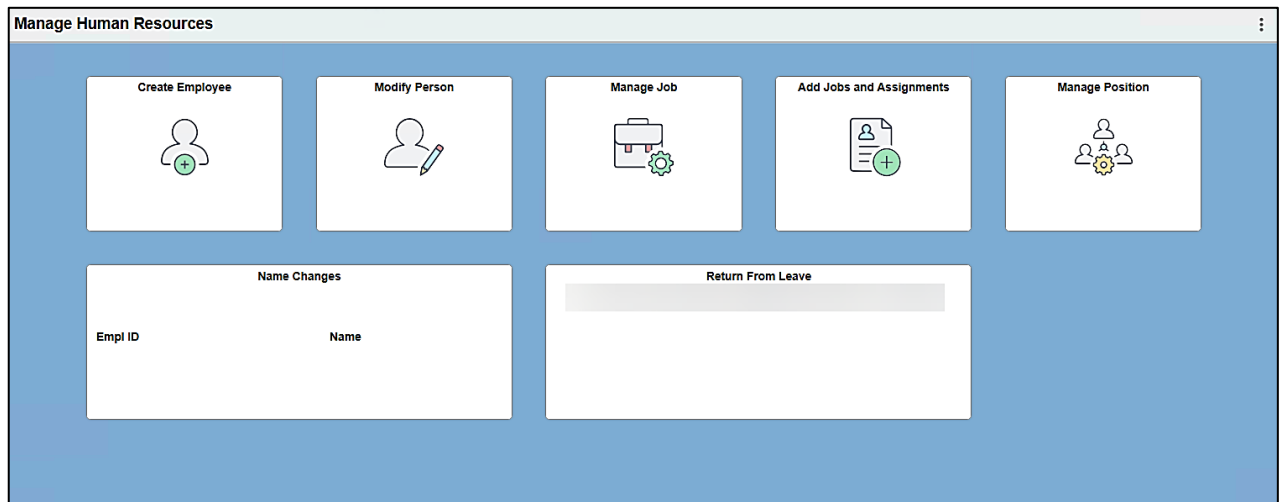
The following example describes how these fields are to be used and how they work together to provide employee information to other modules.

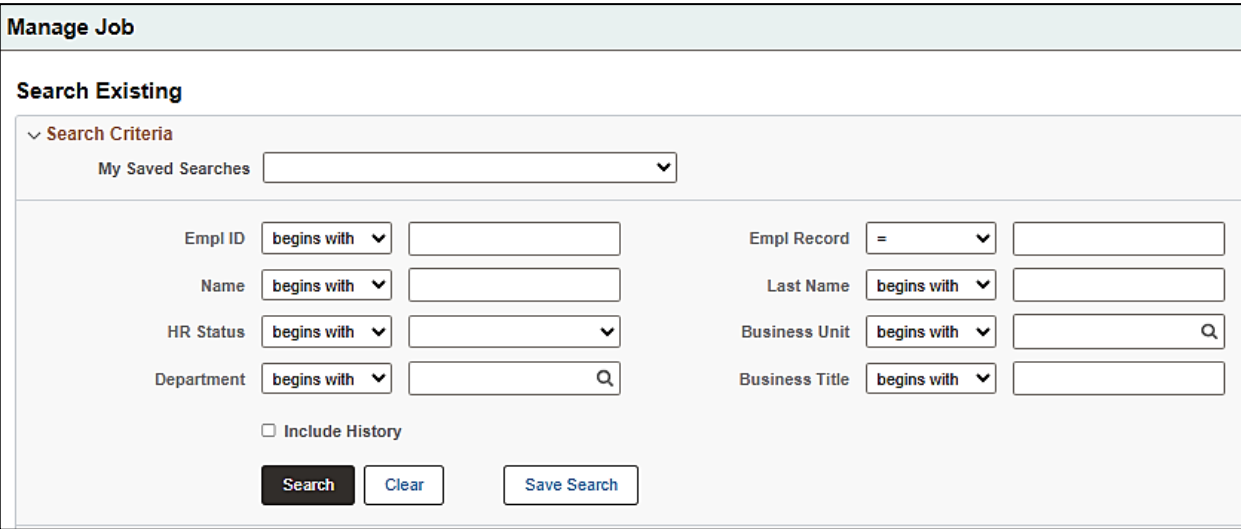
Scenario: The employee originally had “0” Veteran’s Service Credit Months and “60” Previous State Service Months with a Leave Eligibility Service Date of “08/25/1996” and a VSDP Sick/PER Leave Effrt Date of “08/25/1996”. The employee provided the necessary paperwork to receive 12 months of Veteran’s 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 Effrt 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.

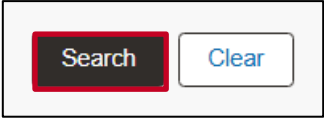


Step	Action
2.	Click the Manage Job tile. 
The Manage Job Search Existing page displays. 	
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages located on the Cardinal website in Job Aids under Learning.
3.	Enter the 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. 



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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.

Job Actions Summary

← Previous In List

Create Job Action

Update/Display

Include History

Job Actions Summary

Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Last Updated By / Date	Status	Job Code	Position	Reports To	Regulatory Region	Business Unit	Department	Location	Establishment ID	Company	Pay Group	Tax Location Code	Employee Classification	Employee Type	Standard Hours	FTE
06/10/2025 0	Active Primary Job	Pay Rate Change FY26 Statewide Increase		Completed				USA United States						SM1 Semi-monthly Class (FRITHU07)		CLS Classified Salary	S Salaried	40.00	1.00
03/10/2025 2	Active Primary Job	Position Change Position Data Update		Completed				USA United States						SM1 Semi-monthly Class (FRITHU07)		CLS Classified Salary	S Salaried	40.00	1.00
03/10/2025 1	Active Primary Job	Pay Rate Change Additional Duties		Completed				USA United States						SM1 Semi-monthly Class (FRITHU07)		CLS Classified Salary	S Salaried	40.00	1.00
03/10/2025 0	Active Primary Job	Position Change Position Data Update		Completed				USA United States						SM1 Semi-monthly Class (FRITHU07)		CLS Classified Salary	S Salaried	40.00	1.00
05/10/2024 0	Active Primary Job	Hire New Hire		Completed				USA United States						SM1 Semi-monthly Class (FRITHU07)		CLS Classified Salary	S Salaried	40.00	1.00

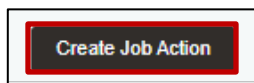


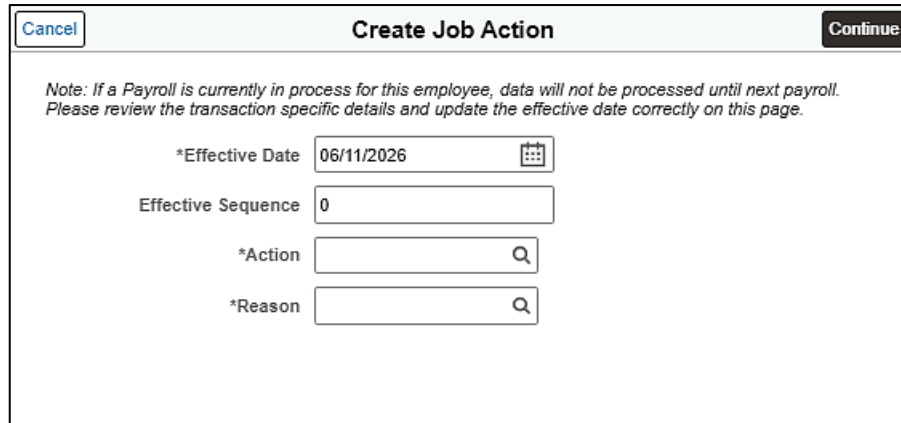
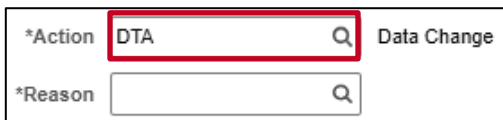
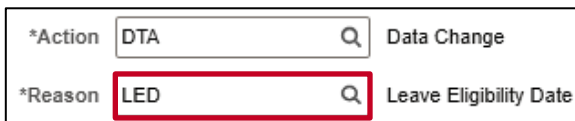
If the Search Results display multiple Employee Records, click the **Continue** button for the applicable Employee Record.

Search Results														2 rows	
Empl ID	Empl Record	Display Name	First Name	Last Name	Middle Name	Business Unit	Company	HR Status	Position Number	Payroll Status	Pay Group				
0								Inactive		Terminated	SM1				>
1								Active		Active	SM1				>

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). 



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Step	Action
10.	Click the Continue button. 

The **Work Location** page displays.

Data Change - Leave Eligibility Date

Next >

Work Location

Job Information

Salary and Compensation

Payroll

Employment Data

Benefit Program

Validate

Summary

Work Location

Effective Date 06/10/2025

HR Status Active

*Job Indicator Primary Job

Position Number

Position Entry Date 05/10/2024

Regulatory Region USA

Business Unit

Department

Location

Date Created 06/11/2026

Last Start Date 05/10/2024

STD Claim Number

Layoff Notice Date

Recall Eligibility Flag

Turn Off Auto Pay

Leave With Pay Working



Step	Action
11.	Click the Employment Data tab. Work Location ☒ Visited Job Information ☐ Not Started Salary and Compensation ☐ Not Started Payroll ☐ Not Started Employment Data ☒ Visited Benefit Program ☐ Not Started Validate ☐ Not Started Summary ☐ Not Started



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Step	Action
	The Employment Data page displays Employment Data Organizational Instance Instance Record 1 Original Start Date 05/10/2024 ☐ Override First Start Date 05/10/2024 Last Start Date 05/10/2024 Termination Date Org Instance Service Date 05/10/2024 ☐ Override 2 Years 1 Months 1 Days Organizational Assignment Data Instance Record Last Assignment Start 05/10/2024 First Assignment Start 05/10/2024 Assignment End Date Company Seniority Date 01/10/2015 ☐ Override 11 Years 5 Months 1 Days Benefits Service Date 05/10/2024 ☐ Override 2 Years 1 Months 1 Days Probation Date 05/09/2025 VSDP Sick/PER Leave Eff Date 05/10/2021 Continuous State Service Date 05/10/2024 Previous State Service Months 36 Annual Leave Eligibility Date 01/10/2015 Veteran's Service Credit Months 76 Total Service Credit Months 112 *Employee Eligible for Telework? Employee Eligible for Telework Tenure Status/Contract Type Alternate Leave Plan VSDPELGGRP Alternate Work Schedule VSDP Enroll Date 10/10/2014 Agency Use Field 1 Agency Use Field 2 Agency Use Field 3
12.	In the Organizational Assignment Data section, update the Previous State Service Months field from “36” to “42” for this scenario. Previous State Service Months 42
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. Previous State Service Months 42 Veteran's Service Credit Months 84 Total Service Credit Months 112



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Step	Action
14.	Update the Annual Leave Eligibility Date field from “1/10/2015” to “10/10/2014” for this scenario. Annual Leave Eligibility Date 10/10/2014
15.	Click the Validate tab. Work Location ● Visited Job Information ○ Not Started Salary and Compensation ○ Not Started Payroll ○ Not Started Employment Data ● Visited Benefit Program ○ Not Started Validate ● Visited Summary ○ Not Started
The Validate page displays. Validate Validate Effective Date 06/10/2025 Effective Sequence 1 Validation Use the Validate button to verify the entered data. This is an optional step but it is recommended to validate details and review warning and error messages Messages Currently there are no exceptions to be displayed.	
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.



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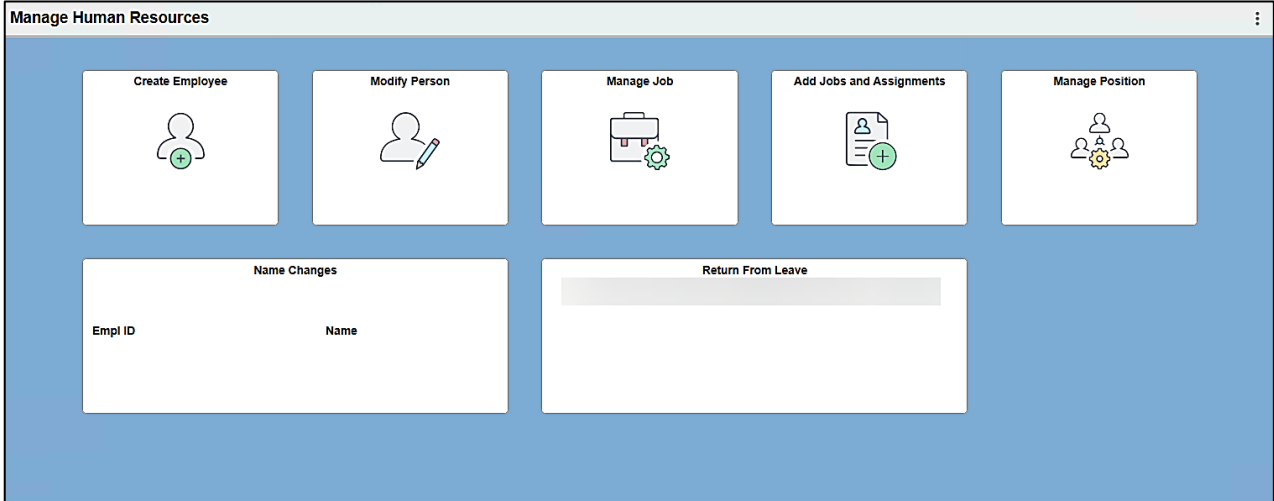
Step	Action
17.	After validation, click the Summary tab. Work Location ● Visited Job Information ○ Not Started Salary and Compensation ○ Not Started Payroll ○ Not Started Employment Data ● Visited Benefit Program ○ Not Started Validate ● Visited Summary ● Visited
	The Summary page displays. Data Change - Leave Eligibility Date Work Location ● Visited Job Information ○ Not Started Salary and Compensation ○ Not Started Payroll ○ Not Started Employment Data ● Visited Benefit Program ○ Not Started Validate ● Visited Summary ● Visited Summary Effective Date 06/10/2025Effective Sequence 1 Summary of Changes No Summary to display. < PreviousSubmit
18.	Review the Summary of Changes if applicable and click the Submit button. < PreviousSubmit



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



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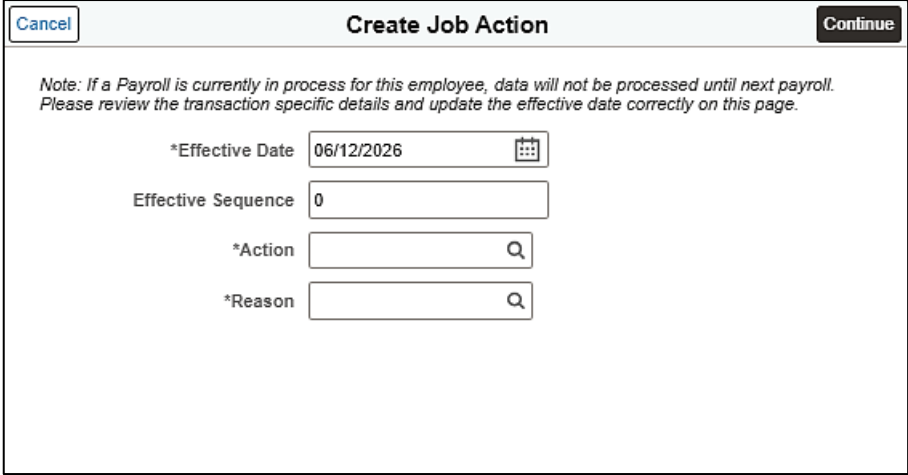
Step	Action
	The Manage Job Search Existing page displays. Manage Job Search Existing ▼ Search Criteria My Saved Searches Empl ID begins with Empl Record = Name begins with Last Name begins with HR Status begins with Business Unit begins with Department begins with Business Title begins with ☐ Include History Search Clear Save Search
	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. ▼ Search Criteria Empl ID begins with Name begins with
4.	Select the Include History checkbox option. ☒ Include History Search Clear Save Search
5.	Click the Search button. Search Clear



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Step	Action																																																																																																																														
	The Job Actions Summary page displays for the selected employee. Job Actions Summary ← Previous In List Create Job Action Update/Display Include History Job Actions Summary <table><tr><th>Effective Date / Sequence</th><th>HR / Payroll Status / Job Indicator</th><th>Action / Reason</th><th>Last Updated By / Date</th><th>Status</th><th>Job Code</th><th>Position</th><th>Reports To</th><th>Regulatory Region</th><th>Business Unit</th><th>Department</th><th>Location</th><th>Establishment ID</th><th>Company</th><th>Pay Group</th><th>Tax Location Code</th><th>Employee Classification</th><th>Employee Type</th><th>Standard Hours</th><th>FTE</th><th>Full Time</th></tr><tr><td>06/11/2026 0</td><td>Active Primary Job</td><td>Data Change Leave Eligibility Date</td><td></td><td>Completed</td><td></td><td></td><td></td><td>USA United States</td><td></td><td></td><td></td><td></td><td></td><td>SM1 Semi-monthly Class (FRTHU07)</td><td></td><td>CLS Classified Salary</td><td>S Salaried</td><td>40.00</td><td>1.000000</td><td>Full</td></tr><tr><td>06/10/2025 1</td><td>Active Primary Job</td><td>Data Change Leave Eligibility Date</td><td></td><td>Completed</td><td></td><td></td><td></td><td>USA United States</td><td></td><td></td><td></td><td></td><td></td><td>SM1 Semi-monthly Class (FRTHU07)</td><td></td><td>CLS Classified Salary</td><td>S Salaried</td><td>40.00</td><td>1.000000</td><td>Full</td></tr><tr><td>06/10/2025 0</td><td>Active Primary Job</td><td>Pay Rate Change FY26 Statewide Increase</td><td></td><td>Completed</td><td></td><td></td><td></td><td>USA United States</td><td></td><td></td><td></td><td></td><td></td><td>SM1 Semi-monthly Class (FRTHU07)</td><td></td><td>CLS Classified Salary</td><td>S Salaried</td><td>40.00</td><td>1.000000</td><td>Full</td></tr><tr><td>03/10/2025 2</td><td>Active Primary Job</td><td>Position Change Position Data Update</td><td></td><td>Completed</td><td></td><td></td><td></td><td>USA United States</td><td></td><td></td><td></td><td></td><td></td><td>SM1 Semi-monthly Class (FRTHU07)</td><td></td><td>CLS Classified Salary</td><td>S Salaried</td><td>40.00</td><td>1.000000</td><td>Full</td></tr><tr><td>03/10/2025</td><td>Active</td><td>Pay Rate Change</td><td></td><td></td><td></td><td></td><td></td><td>USA</td><td></td><td></td><td></td><td></td><td></td><td>SM1</td><td></td><td>CLS</td><td>S</td><td></td><td></td><td></td></tr></table>	Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Last Updated By / Date	Status	Job Code	Position	Reports To	Regulatory Region	Business Unit	Department	Location	Establishment ID	Company	Pay Group	Tax Location Code	Employee Classification	Employee Type	Standard Hours	FTE	Full Time	06/11/2026 0	Active Primary Job	Data Change Leave Eligibility Date		Completed				USA United States						SM1 Semi-monthly Class (FRTHU07)		CLS Classified Salary	S Salaried	40.00	1.000000	Full	06/10/2025 1	Active Primary Job	Data Change Leave Eligibility Date		Completed				USA United States						SM1 Semi-monthly Class (FRTHU07)		CLS Classified Salary	S Salaried	40.00	1.000000	Full	06/10/2025 0	Active Primary Job	Pay Rate Change FY26 Statewide Increase		Completed				USA United States						SM1 Semi-monthly Class (FRTHU07)		CLS Classified Salary	S Salaried	40.00	1.000000	Full	03/10/2025 2	Active Primary Job	Position Change Position Data Update		Completed				USA United States						SM1 Semi-monthly Class (FRTHU07)		CLS Classified Salary	S Salaried	40.00	1.000000	Full	03/10/2025	Active	Pay Rate Change						USA						SM1		CLS	S			
Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Last Updated By / Date	Status	Job Code	Position	Reports To	Regulatory Region	Business Unit	Department	Location	Establishment ID	Company	Pay Group	Tax Location Code	Employee Classification	Employee Type	Standard Hours	FTE	Full Time																																																																																																											
06/11/2026 0	Active Primary Job	Data Change Leave Eligibility Date		Completed				USA United States						SM1 Semi-monthly Class (FRTHU07)		CLS Classified Salary	S Salaried	40.00	1.000000	Full																																																																																																											
06/10/2025 1	Active Primary Job	Data Change Leave Eligibility Date		Completed				USA United States						SM1 Semi-monthly Class (FRTHU07)		CLS Classified Salary	S Salaried	40.00	1.000000	Full																																																																																																											
06/10/2025 0	Active Primary Job	Pay Rate Change FY26 Statewide Increase		Completed				USA United States						SM1 Semi-monthly Class (FRTHU07)		CLS Classified Salary	S Salaried	40.00	1.000000	Full																																																																																																											
03/10/2025 2	Active Primary Job	Position Change Position Data Update		Completed				USA United States						SM1 Semi-monthly Class (FRTHU07)		CLS Classified Salary	S Salaried	40.00	1.000000	Full																																																																																																											
03/10/2025	Active	Pay Rate Change						USA						SM1		CLS	S																																																																																																														
i	If the Search Results display multiple Employee Records, click the Continue button for the applicable Employee Record. Search Results Empl ID 2 rows <table><tr><th>Empl ID</th><th>Empl Record</th><th>Display Name</th><th>First Name</th><th>Last Name</th><th>Middle Name</th><th>Business Unit</th><th>Company</th><th>HR Status</th><th>Position Number</th><th>Payroll Status</th><th>Pay Group</th><th></th></tr><tr><td></td><td>0</td><td></td><td></td><td></td><td></td><td></td><td></td><td>Inactive</td><td></td><td>Terminated</td><td>SM1</td><td>></td></tr><tr><td></td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td>Active</td><td></td><td>Active</td><td>SM1</td><td>></td></tr></table>	Empl ID	Empl Record	Display Name	First Name	Last Name	Middle Name	Business Unit	Company	HR Status	Position Number	Payroll Status	Pay Group			0							Inactive		Terminated	SM1	>		1							Active		Active	SM1	>																																																																																							
Empl ID	Empl Record	Display Name	First Name	Last Name	Middle Name	Business Unit	Company	HR Status	Position Number	Payroll Status	Pay Group																																																																																																																				
	0							Inactive		Terminated	SM1	>																																																																																																																			
	1							Active		Active	SM1	>																																																																																																																			
6.	Click the Create Job Action button to add a new effective dated row. Create Job Action																																																																																																																														

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. 



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Step	Action
	The Work Location page displays. Data Change - Leave Eligibility Date Next > Work Location ● Visited Job Information ○ Not Started Salary and Compensation ○ Not Started Payroll ○ Not Started Employment Data ○ Not Started Benefit Program ○ Not Started Validate ○ Not Started Summary ○ Not Started Work Location Effective Date 06/10/2025 HR Status Active *Job Indicator Primary Job Position Number Position Entry Date 05/10/2024 Regulatory Region USA Business Unit Department Location Date Created 06/11/2026 Last Start Date 05/10/2024 STD Claim Number Layoff Notice Date Recall Eligibility Flag Turn Off Auto Pay ○ Yes ● No Effective Sequence 1 Payroll Status Active Job History Override Details Position Managed Record No Company Department Entry Date 05/10/2024 Establishment ID Leave With Pay Working ○ Yes ● No
10.	Click the Job History link. Job History



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Step	Action
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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						Semimonthly	Classified Salary
3	1	06/10/2025	0	VDH	Pay Rate Change	FY26 Statewide Increase	Active	Active						Semimonthly	Classified Salary
4	1	03/10/2025	2	VDH	Position Change	Position Data Update	Active	Active						Semimonthly	Classified Salary
5	1	03/10/2025	1	VDH	Pay Rate Change	Additional Duties	Active	Active						Semimonthly	Classified Salary
6	1	03/10/2025	0	VDH	Position Change	Position Data Update	Active	Active						Semimonthly	Classified Salary
7	1	05/10/2024	0	VDH	Hire	New Hire	Active	Active						Semimonthly	Classified Salary
8	0	01/18/2024	0	WSH	Termination	In Lieu of -Termination	Inactive	Terminated						Semimonthly	Classified Salary
9	0	12/10/2023	0	WSH	Pay Rate Change	FY24 Dec Statewide Increase	Active	Active						Semimonthly	Classified Salary
10	0	06/10/2023	1	WSH	Pay Rate Change	FY24 Statewide Increase	Active	Active						Semimonthly	Classified Salary
11	0	04/10/2023	1	WSH	Data Change	Leave Eligibility Date	Active	Active						Semimonthly	Classified Salary
12	0	04/10/2023	0	WSH	Transfer	Competitive Lateral	Active	Active						Semimonthly	Classified Salary
13	0	03/10/2023	0	WSH	Hire	New Hire	Active	Active						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
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Human Resources Job Aid

HR351 Managing Service Dates and Breaks in Service

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 <table><tr><th colspan="15">Job History</th></tr><tr><th colspan="15">Empl ID</th></tr><tr><th></th><th>Employment Record</th><th>Effective Date</th><th>Effective Sequence</th><th>Company</th><th>Action</th><th>Reason</th><th>HR Status</th><th>Pay Status</th><th>Position</th><th>Role Code</th><th>Salary Admin Plan</th><th>Grade</th><th>Pay Rate</th><th>Pay Frequency</th><th>Employee Class</th></tr><tr><td>1</td><td>1</td><td>06/11/2026</td><td>0</td><td>VDH</td><td>Data Change</td><td>Leave Eligibility Date</td><td>Active</td><td>Active</td><td></td><td></td><td>SW</td><td>4</td><td></td><td>Semimonthly</td><td>Classified Salary</td></tr><tr><td>2</td><td>1</td><td>06/10/2025</td><td>1</td><td>VDH</td><td>Data Change</td><td>Leave Eligibility Date</td><td>Active</td><td>Active</td><td></td><td></td><td>SW</td><td>4</td><td></td><td>Semimonthly</td><td>Classified Salary</td></tr><tr><td>3</td><td>1</td><td>06/10/2025</td><td>0</td><td>VDH</td><td>Pay Rate Change</td><td>FY26 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Human Resources Job Aid

HR351 Managing Service Dates and Breaks in Service

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 <table><tr><th></th><th>Employment Record</th><th>Effective Date</th><th>Effective Sequence</th><th>Company</th><th>Action</th><th>Reason</th><th>HR Status</th><th>Pay Status</th><th>Position</th><th>Role Code</th><th>Salary Admin Plan</th><th>Grade</th><th>Pay Rate</th><th>Pay Frequency</th><th>Employee Class</th></tr><tr><td>1</td><td>1</td><td>06/11/2026</td><td>0</td><td>VDH</td><td>Data Change</td><td>Leave Eligibility Date</td><td>Active</td><td>Active</td><td></td><td></td><td>SW</td><td>4</td><td></td><td>Semimonthly</td><td>Classified Salary</td></tr><tr><td>2</td><td>1</td><td>06/10/2025</td><td>1</td><td>VDH</td><td>Data Change</td><td>Leave Eligibility Date</td><td>Active</td><td>Active</td><td></td><td></td><td>SW</td><td>4</td><td></td><td>Semimonthly</td><td>Classified Salary</td></tr><tr><td>3</td><td>1</td><td>06/10/2025</td><td>0</td><td>VDH</td><td>Pay Rate Change</td><td>FY26 Statewide 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	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.																																																																																																																																																																																																																																



Human Resources Job Aid

HR351 Managing Service Dates and Breaks in Service

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). Cardinal Human Resources Job Aid HR351 Managing Service Dates Calculator Rev: 9/1/2026 Managing Service Dates Calculator Overview This Job Aid contains Tabs 2, 3 and 4 which include hidden and locked equations to be used to assist with determining the employee's Prior State Service Months, Veteran's Service Months, and Annual Leave Eligibility Date. Use Tabs 2 and 3 to determine applicable months of service credit and Tab 4 to receive accurate Annual Leave Eligibility Date. These results should be entered on the Job Data, Employment Data page in their respective fields. < > READ ME TAB 2 Previous Service Months TAB 3 Veterans Service Months TAB 4 Annual Leave C ...

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

Previous State Service Months Calculator

Instructions: Enter the Hire begin and term dates of each Empl Record in the green boxes. For multiple breaks 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	Month	Day
1	2	31

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

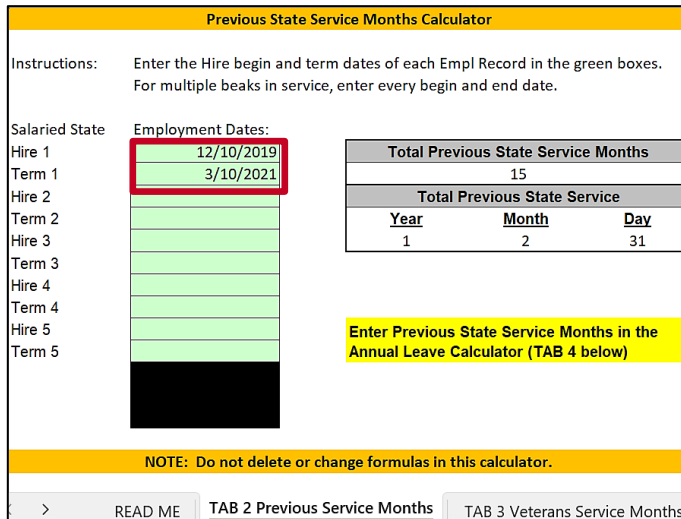
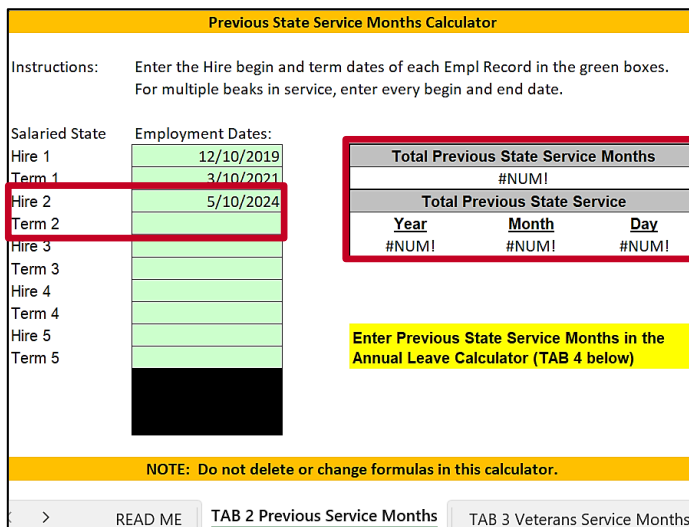
NOTE: Do not delete or change formulas in this calculator.

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READ ME

TAB 2 Previous Service Months

TAB 3 Veterans Service Months

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. 
	When a Hire date is entered without a Term date, the calculator will not populate. 
	Prior Service Months will be entered in the Annual Leave Calc (TAB 4).



Human Resources Job Aid

HR351 Managing Service Dates and Breaks in Service

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 breaks 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



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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 breaks in service, enter every begin and end date. Veteran Service Dates: <table border="1"><tr><td>Begin Service</td><td>1/5/2002</td></tr><tr><td>End Service</td><td>1/20/2003</td></tr><tr><td>Begin Service</td><td></td></tr><tr><td>End Service</td><td></td></tr><tr><td>Begin Service</td><td></td></tr><tr><td>End Service</td><td></td></tr><tr><td>Begin Service</td><td></td></tr><tr><td>End Service</td><td></td></tr><tr><td>Begin Service</td><td></td></tr><tr><td>End Service</td><td></td></tr><tr><td>Begin Service</td><td></td></tr><tr><td>End Service</td><td></td></tr></table> Total Months of Military Service 12 Total Military Service <table border="1"><thead><tr><th>Year</th><th>Month</th><th>Day</th></tr></thead><tbody><tr><td>1</td><td>0</td><td>14</td></tr></tbody></table> Enter Veterans Service Months in the Annual Leave Calculator (TAB 4 below) NOTE: Do not delete or change formulas in this calculator.	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		Begin Service		End Service		Year	Month	Day	1	0	14
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																															
Begin Service																															
End Service																															
Year	Month	Day																													
1	0	14																													
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 Eligibility Date Employee Name: TEST EIN: xxxxxxxxxxxxxx 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 Eligibility 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																															



Human Resources Job Aid

HR351 Managing Service Dates and Breaks in Service

Step	Action																		
20.	Enter the Empl Record Rehire Date field from the Job Record just entered – “10/10/2020” in this example. <table><thead><tr><th colspan="2">Calculate Annual Leave Eligibility Date</th></tr></thead><tbody><tr><td>Employee Name:</td><td>TEST</td></tr><tr><td>EIN:</td><td>XXXXXXXXXXXX</td></tr><tr><td>Empl Record Rehire Date:</td><td>10/10/2020 (Rehire date, also continuous state service date)</td></tr><tr><td>Previous Service Months (Tab 2):</td><td>15</td></tr><tr><td>Veterans Service Months (Tab 3)</td><td>36</td></tr><tr><td>Total Service Credit Months</td><td>51</td></tr><tr><td>Current Payroll Period to Date:</td><td>1/10/2025 (Start date of current payroll period)</td></tr><tr><td>Number of Pay Periods of LWOP:</td><td>0</td></tr></tbody></table>	Calculate Annual Leave Eligibility Date		Employee Name:	TEST	EIN:	XXXXXXXXXXXX	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
Calculate Annual Leave Eligibility Date																			
Employee Name:	TEST																		
EIN:	XXXXXXXXXXXX																		
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. <table><thead><tr><th colspan="2">Calculate Annual Leave Eligibility Date</th></tr></thead><tbody><tr><td>Employee Name:</td><td>TEST</td></tr><tr><td>EIN:</td><td>XXXXXXXXXXXX</td></tr><tr><td>Empl Record Rehire Date:</td><td>10/10/2020 (Rehire date, also continuous state service date)</td></tr><tr><td>Previous Service Months (Tab 2):</td><td>15</td></tr><tr><td>Veterans Service Months (Tab 3)</td><td>36</td></tr><tr><td>Total Service Credit Months</td><td>51</td></tr><tr><td>Current Payroll Period to Date:</td><td>1/10/2025 (Start date of current payroll period)</td></tr><tr><td>Number of Pay Periods of LWOP:</td><td>0</td></tr></tbody></table>	Calculate Annual Leave Eligibility Date		Employee Name:	TEST	EIN:	XXXXXXXXXXXX	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
Calculate Annual Leave Eligibility Date																			
Employee Name:	TEST																		
EIN:	XXXXXXXXXXXX																		
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. <table><thead><tr><th colspan="2">Calculate Annual Leave Eligibility Date</th></tr></thead><tbody><tr><td>Employee Name:</td><td>TEST</td></tr><tr><td>EIN:</td><td>XXXXXXXXXXXX</td></tr><tr><td>Empl Record Rehire Date:</td><td>10/10/2020 (Rehire date, also continuous state service date)</td></tr><tr><td>Previous Service Months (Tab 2):</td><td>15</td></tr><tr><td>Veterans Service Months (Tab 3)</td><td>36</td></tr><tr><td>Total Service Credit Months</td><td>51</td></tr><tr><td>Current Payroll Period to Date:</td><td>1/10/2025 (Start date of current payroll period)</td></tr><tr><td>Number of Pay Periods of LWOP:</td><td>0</td></tr></tbody></table>	Calculate Annual Leave Eligibility Date		Employee Name:	TEST	EIN:	XXXXXXXXXXXX	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
Calculate Annual Leave Eligibility Date																			
Employee Name:	TEST																		
EIN:	XXXXXXXXXXXX																		
Empl Record Rehire Date:	10/10/2020 (Rehire date, also continuous state service date)																		
Previous Service Months (Tab 2):	15																		
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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. <table><thead><tr><th colspan="2">Calculate Annual Leave Eligibility Date</th></tr></thead><tbody><tr><td>Employee Name:</td><td>TEST</td></tr><tr><td>EIN:</td><td>XXXXXXXXXXXX</td></tr><tr><td>Empl Record Rehire Date:</td><td>10/10/2020 (Rehire date, also continuous state service date)</td></tr><tr><td>Previous Service Months (Tab 2):</td><td>15</td></tr><tr><td>Veterans Service Months (Tab 3)</td><td>36</td></tr><tr><td>Total Service Credit Months</td><td>51</td></tr><tr><td>Current Payroll Period to Date:</td><td>1/10/2025 (Start date of current payroll period)</td></tr><tr><td>Number of Pay Periods of LWOP:</td><td>0</td></tr></tbody></table>	Calculate Annual Leave Eligibility Date		Employee Name:	TEST	EIN:	XXXXXXXXXXXX	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
Calculate Annual Leave Eligibility Date																			
Employee Name:	TEST																		
EIN:	XXXXXXXXXXXX																		
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Total Service Credit Months	51																		
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Number of Pay Periods of LWOP:	0																		

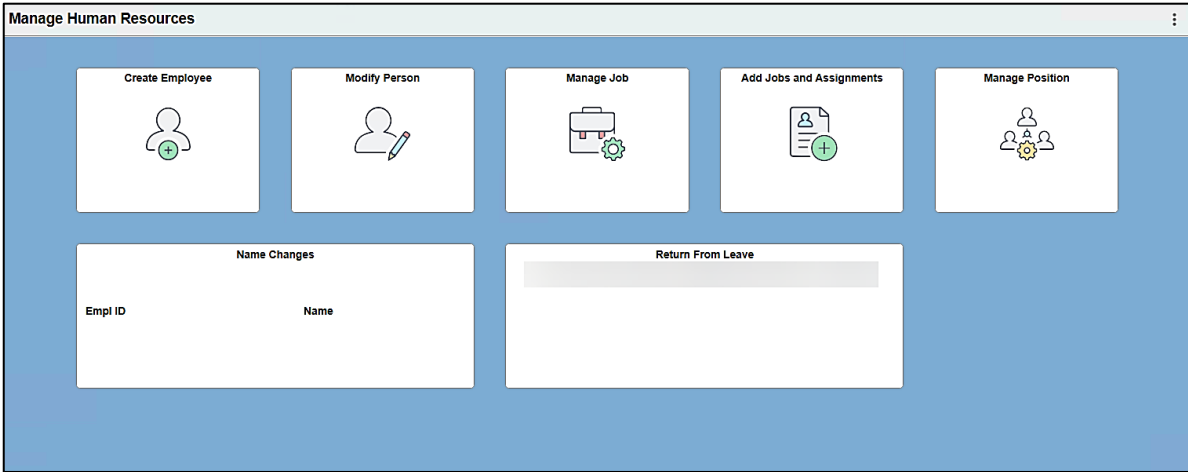


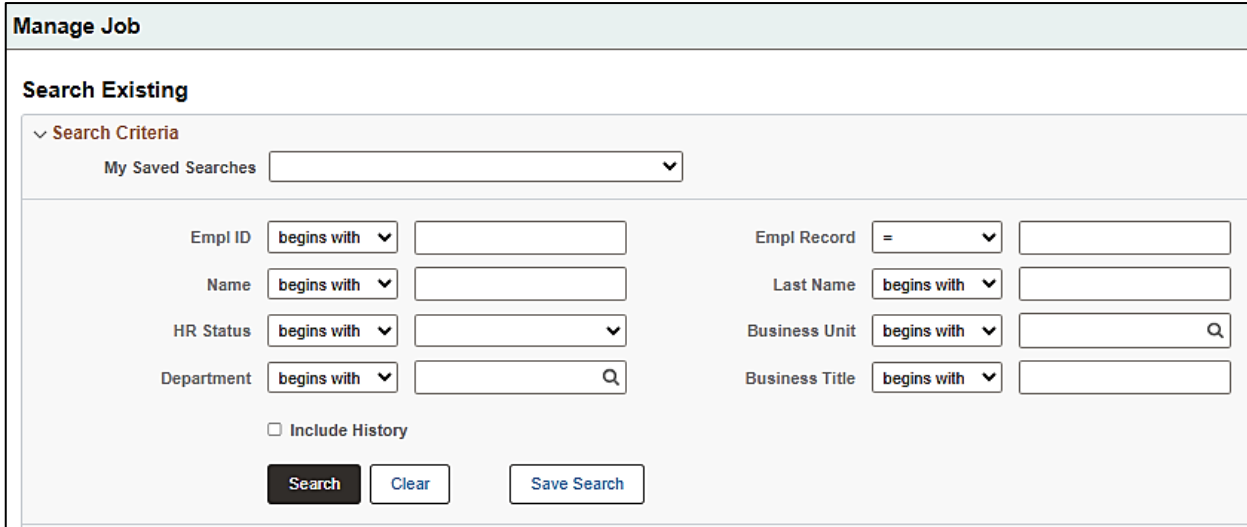
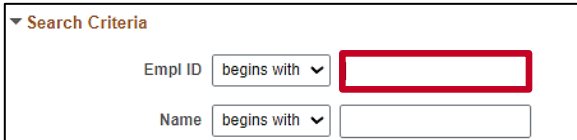
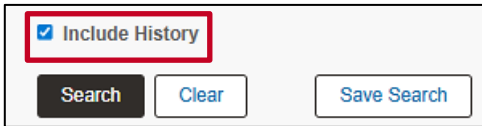
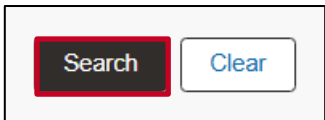
HR351 Managing Service Dates and Breaks in Service

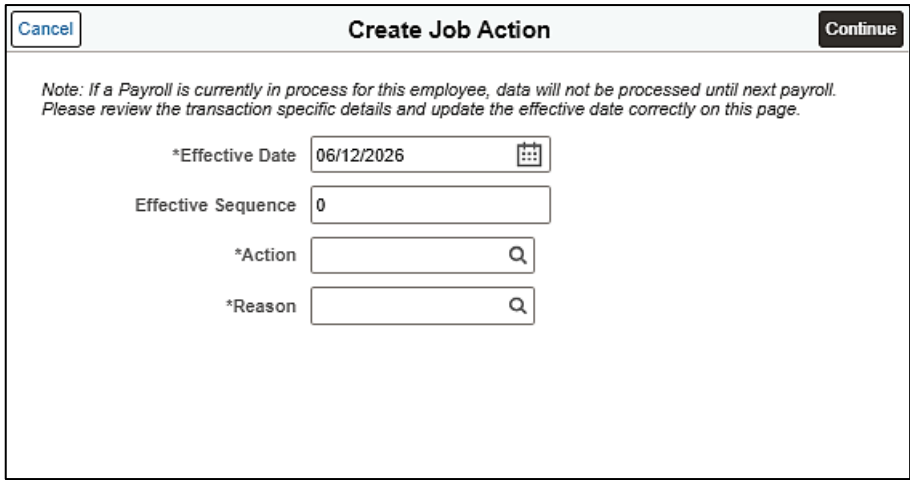
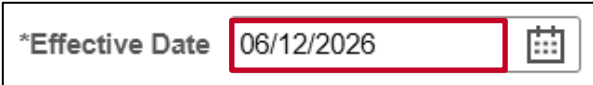
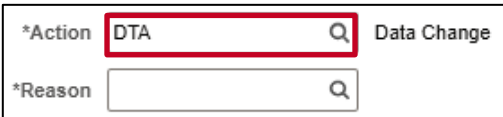
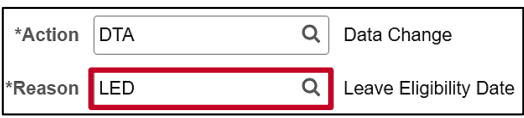
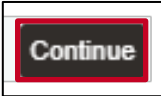
Step	Action
24.	The Annual Leave Eligibility Date field will auto-populate – “7/10/2016” in this example. Enter this date on the Job Record in the Annual Leave Eligibility Date field. Full Years of Previous State Service: 1 Months of Previous State Service: 3 <i>Convert previous state service months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

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 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. 



Human Resources Job Aid

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Step	Action
	The Work Location page displays. Data Change - Leave Eligibility Date Work Location Job Information Salary and Compensation Payroll Employment Data Benefit Program Validate Summary Work Location Effective Date 06/12/2026 HR Status Active *Job Indicator Primary Job Position Number Position Entry Date Regulatory Region USA Business Unit Department Location Date Created 06/14/2026 Last Start Date 05/10/2024 STD Claim Number Turn Off Auto Pay Effective Sequence 0 Payroll Status Active Job History Override Details Position Managed Record No Company Department Entry Date 05/10/2024 Establishment ID Layoff Notice Date Recall Eligibility Flag Leave With Pay Working
11.	Click the Employment Data tab. Work Location Job Information Salary and Compensation Payroll Employment Data Benefit Program Validate Summary



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Step	Action
	The Employment Data page displays. Employment Data Organizational Instance Instance Record 0 First Start Date 02/25/2023 Termination Date Original Start Date 02/25/2023 ☐ Override Last Start Date 12/25/2025 Org Instance Service Date 02/25/2023 ☐ Override 3 Years 3 Months 18 Days Organizational Assignment Data Instance Record Last Assignment Start 12/25/2025 Assignment End Date First Assignment Start 02/25/2023 Company Seniority Date 10/25/2024 ☐ Override 1 Years 7 Months 21 Days Benefits Service Date 02/25/2023 ☐ Override 3 Years 3 Months 18 Days Probation Date 12/24/2026 VSDP Sick/PER Leave Effct Date 10/25/2024 Continuous State Service Date 10/25/2024 Previous State Service Months 0 Annual Leave Eligibility Date 10/25/2024 Veteran's Service Credit Months 0 Total Service Credit Months 0 *Employee Eligible for Telework? Employee Eligible for Telework Tenure Status/Contract Type Alternate Leave Plan VSDPELGGRP Alternate Work Schedule VSDP Enroll Date
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. Continuous State Service Date 02/25/2023 Previous State Service Months 0 Annual Leave Eligibility Date 10/25/2024 Veteran's Service Credit Months 0
13.	Enter the Previous State Service Months calculated from the service date calculator (TAB 2) – “14” for this example. Continuous State Service Date 02/25/2023 Previous State Service Months 14 Annual Leave Eligibility Date 10/25/2024 Veteran's Service Credit Months 0
14.	Enter the Veteran's Service Credit Months calculated from the service date calculator (TAB 2) – “36” in this example. Continuous State Service Date 02/25/2023 Previous State Service Months 14 Annual Leave Eligibility Date 10/25/2024 Veteran's Service Credit Months 36 Total Service Credit Months 0



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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. Continuous State Service Date02/25/2023 Previous State Service Months14 Annual Leave Eligibility Date10/25/2024 Veteran’s Service Credit Months36 Total Service Credit Months0
	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. VSDP Enroll Date10/25/2024 Agency Use Field 1
17.	Click the Validate tab. Work Location ● Visited Job Information ○ Not Started Salary and Compensation ○ Not Started Payroll ○ Not Started Employment Data ● Visited Benefit Program ○ Not Started Validate ● Visited Summary ○ Not Started



Human Resources Job Aid

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Step	Action
	The Validate page displays. Validate Effective Date 06/12/2026Effective Sequence 0 Validate Validation Use the Validate button to verify the entered data. This is an optional step but it is recommended to validate details and review warning and error messages Messages Currently there are no exceptions to be displayed.
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. Work Location ● Visited Job Information ○ Not Started Salary and Compensation ○ Not Started Payroll ○ Not Started Employment Data ● Visited Benefit Program ○ Not Started Validate ● Visited Summary ● Visited



Human Resources Job Aid

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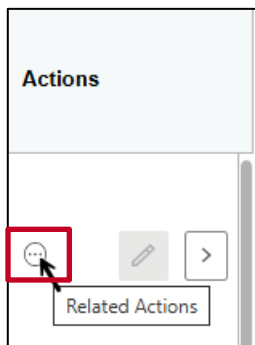
Step	Action
	The Summary page displays. Work Location ● Visited Job Information ○ Not Started Salary and Compensation ○ Not Started Payroll ○ Not Started Employment Data ● Visited Benefit Program ○ Not Started Validate ● Visited Summary ● Visited Summary Effective Date 06/12/2026 Effective Sequence 0 Summary of Changes No Summary to display.
20.	Review the Summary of Changes if applicable and click the Submit button. < Previous Submit
	The Submit Confirmation page displays. Submit Confirmation ✓ The Data Change for [redacted] has been successfully created. For entering or updating ACA related details go to Job Actions Summary and select the related action ACA Eligibility Details. Job Actions Summary Go To Search Results
21.	Click the Job Actions Summary link. Job Actions Summary Go To Search Results

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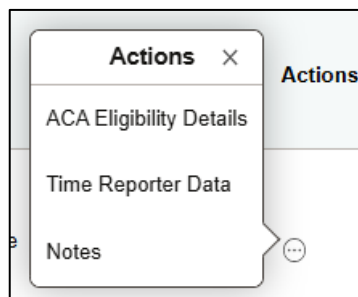
The **Job Actions Summary** page refreshes with the new effective dated row.

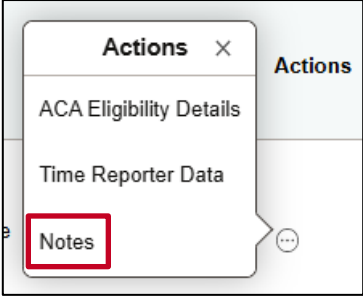
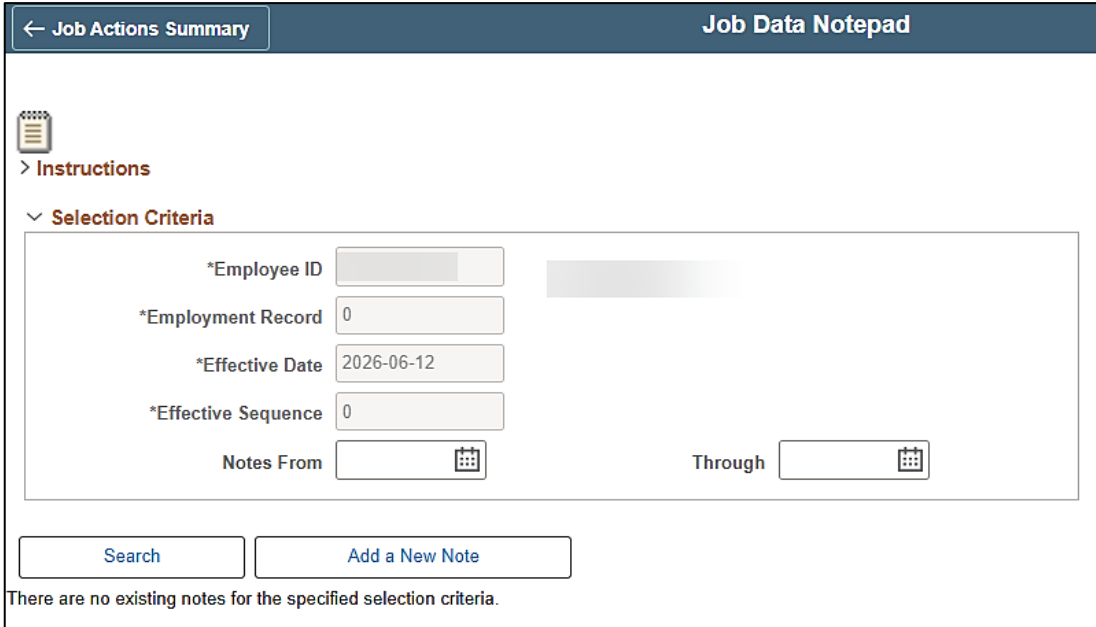
Job Actions Summary													
Create Job Action Update/Display Include History													
Job Actions Summary													
Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Last Updated By / Date	Status	Job Code	Position	Reports To	Regulatory Region	Business Unit	Department	Location	Establishment ID	Company
06/12/2026 0	Active Primary Job	Data Change Leave Eligibility Date		Completed				USA United States					SM1 Semimonthly Class (FRITHU07)
12/25/2025 0	Active Primary Job	Rehire Rehire		Completed				USA United States					SM1 Semimonthly Class (FRITHU07)
05/10/2024 0	Inactive Terminated Primary Job	Termination Resignation		Completed				USA United States					SM1 Semimonthly Class (FRITHU07)
12/10/2023	Active	Pay Rate Change						USA					SM1

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.

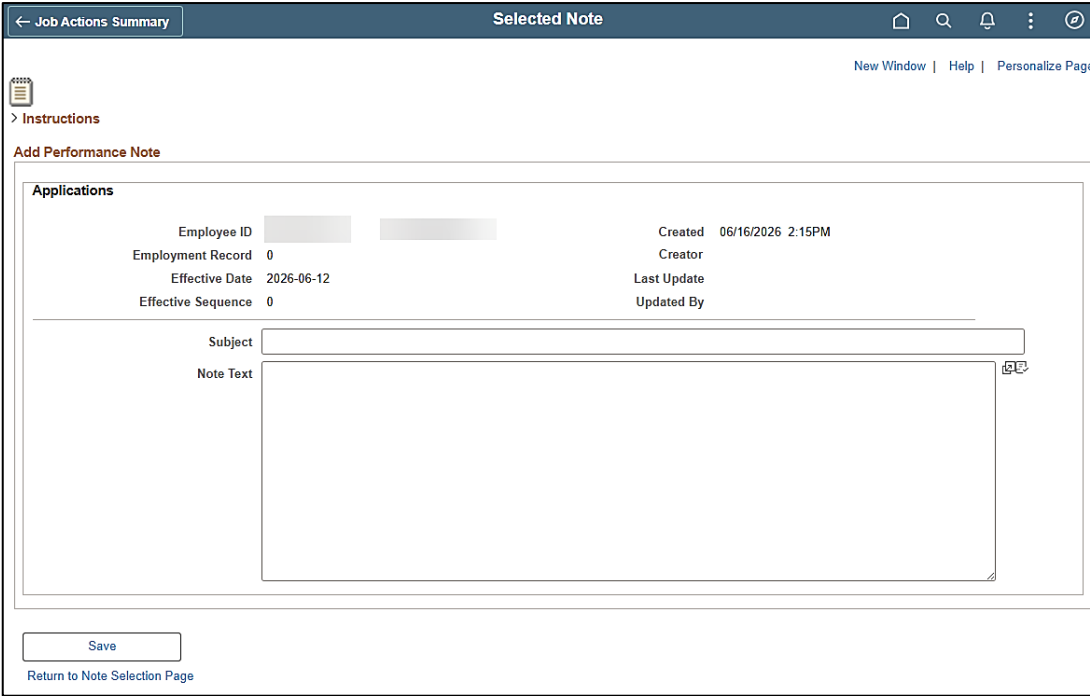
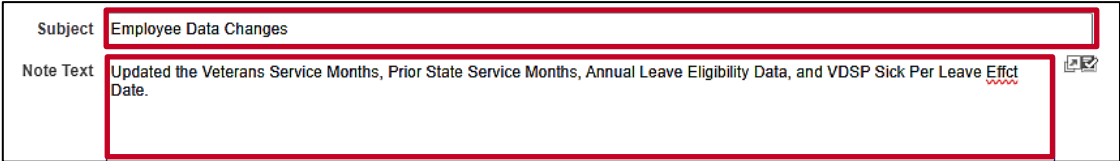
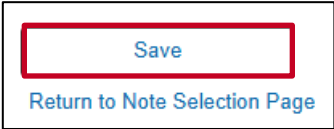
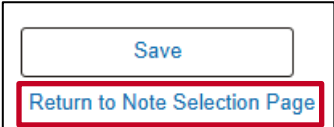


Step	Action
23.	Click the Notes link. 
The Job Data Notepad page displays. 	
24.	Click the Add a New Note button. 



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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. 



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Step	Action														
	The Job Data Notepad page refreshes. ← Job Actions Summary Job Data Notepad > Instructions ▼ Selection Criteria *Employee ID *Employment Record 0 *Effective Date 2026-06-12 *Effective Sequence 0 Notes From Through Search Add a New Note Existing Notes 1-1 of 1 <table><tr><th>Employee ID</th><th>Employment Record</th><th>Effective Date</th><th>Effective Sequence</th><th>Select</th><th>Subject</th><th>Created</th></tr><tr><td> </td><td>0</td><td>2026-06-12</td><td>0</td><td>☐</td><td>Employee Data Change</td><td>06/16/2026 2:15PM</td></tr></table> Select All Deselect All Delete	Employee ID	Employment Record	Effective Date	Effective Sequence	Select	Subject	Created		0	2026-06-12	0	☐	Employee Data Change	06/16/2026 2:15PM
Employee ID	Employment Record	Effective Date	Effective Sequence	Select	Subject	Created									
	0	2026-06-12	0	☐	Employee Data Change	06/16/2026 2:15PM									
28.	Click the Back arrow to return to the Job Actions Summary page. ← Job Actions Summary														



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Step	Action
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The **Job Actions Summary** page redisplay.

Job Actions Summary														
Create Job Action														
Update/Display Include History														
Job Actions Summary														
1														
Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Last Updated By / Date	Status	Job Code	Position	Reports To	Regulatory Region	Business Unit	Department	Location	Establishment ID	Company	Pay Group
06/12/2026 0	Active	Data Change		Completed				USA United States						SM1
	Active	Leave Eligibility Date												Semimonthly Class (FRITHU07)
	Primary Job													
12/25/2025 0	Active	Rehire		Completed				USA United States						SM1
	Active	Rehire												Semimonthly Class (FRITHU07)
	Primary Job													
05/10/2024 0	Inactive	Termination		Completed				USA United States						SM1
	Terminated	Resignation												Semimonthly Class (FRITHU07)
	Primary Job													

29. Scroll to the right of the page and click the **View Job Details** button on the new effective dated row.

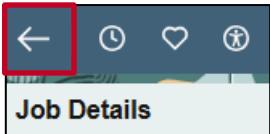
A screenshot of a sidebar titled "Actions". It contains a list of icons: a three-dot menu icon, a pencil icon, and a right-pointing arrow icon. The right-pointing arrow icon is highlighted with a red square box.



Human Resources Job Aid

HR351 Managing Service Dates and Breaks in Service

Step	Action
	The Job Details page displays. Job Details Effective Date 06/12/2026 Sequence 0 Action Data Change Reason Leave Eligibility Date Expand All 1 of 8 Work Location HR Status Active Job Indicator Primary Job Payroll Status Active Status Completed Position Number Position Entry Date 12/25/2025 Regulatory Region USA United States Business Unit Department Location Date Created 06/16/2026 Override Details No Position Managed Record No Company Department Entry Date 12/25/2025 Establishment ID Last Start Date 12/25/2025 STD Claim Number Layoff Notice Date Recall Eligibility Flag No Turn Off Auto Pay ☐ Yes ☒ No Leave With Pay Working ☐ Yes ☒ No > Job Information > Salary and Compensation > Payroll > Employment Data > Benefit Program
30.	Click the Expand All button or click to expand the Employment Data section. Expand All > Employment Data
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. Organizational Assignment Data Instance Record Last Assignment Start 12/25/2025 Assignment End Date Company Seniority Date 10/25/2024 1 Years 7 Months 22 Days Benefits Service Date 02/25/2023 3 Years 3 Months 19 Days Probation Date 12/24/2026 VSDP Sick/PER Leave Efft Date 10/25/2027 Continuous State Service Date 02/25/2023 Annual Leave Eligibility Date 10/25/2024 Employee Eligible for Telework? Employee Eligible for Telework Alternate Leave Plan VSDPELGGRP VSDP Enroll Date 10/25/2024 First Assignment Start 02/25/2023 Override Yes Override No Previous State Service Months 14 Veteran's Service Credit Months 36 Total Service Credit Months 50 Tenure Status/Contract Type Alternate Work Schedule No

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_D T	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		



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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_SV C_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



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Cardinal FIELD Name Interfacing Agy	Online Field Name	Meaning	PeopleSoft Delivered	Customized For Cardinal	Cardinal Specific
		applicable, for VPA covered employees.			
V_PRIOR_SVC_M ONTHS	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_D ATE	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_ENROL L_DATE	VSDP Enroll Date	Used by the VSDP vendor to determine original program enrollment date. This field is provided to VRS.			X