

Managing the Layoff Process Overview

The Layoff business process captures all salaried employee departures from an Agency due to Layoff or Temporary Workforce Reduction (TWFR).

Prior to making any changes to an employee's record, validate that the Layoff package is complete and all information is noted, as specific dates will be needed for effective dating of the Layoff transaction and the tracking of various dates on the Job Data Notepad. The Layoff Notice date should be entered in accordance with the Layoff policy as the date in which the first notice of layoff was issued to the employee. This documents the date the initial notice was provided to the employee.

Agencies should follow DHRM policies 1.30 and 1.57 for Classified (VPA covered) employees. The guidance in this Job Aid covers ALL salaried employment actions when employees are impacted by layoff. It is important for Agencies to follow this guidance in order to prevent premature discontinuation of severance benefits, including employer covered healthcare. For layoffs where:

- Severance Payments and Health Benefits continue, use "Layoff" Action, "Severance and Benefits" Reason. When severance payments are complete, update Job Data to "Layoff" Action, "Benefits Only" Reason, and maintain this status until employer covered health benefits end.
- Employee is eligible for continuation of health benefits only, use "Layoff" Action, "Benefits Only" Reason.
- Both severance payments AND continuation of employer covered benefits are complete in accordance with the Layoff Notice, OR if the employee is not eligible for severance at all, use "Termination" Action, "Layoff" Reason.
- Employee chooses Layoff with Severance and/or Benefits AND concurrent Service Retirement instead of Enhanced Retirement, **DO NOT** enter the Retirement Action until the full employer covered health benefits have ended in accordance with the Layoff Notice.
- The layoff is temporary (temporary workforce reduction), if the reduction is partial, manage this through docking. Only enter "Layoff" Action and "TWFR" Reason when the temporary reduction results in no pay.

After the Layoff transaction is saved, all HCM functional areas will be updated appropriately:

- Payroll status will change to "Suspended"; therefore, the system will not create a Paysheet. Severance payments will be processed manually by the Agency payroll office.
- Benefits status will be updated in Cardinal Benefits (BN); COBRA eligibility will be triggered if applicable.
- Time Reporter will be updated for Cardinal TA. Productive and non-productive time can still be entered and approved prior to the effective date of the layoff.
- Agencies using the Cardinal Absence Management (AM) system: the updated Payroll status will stop leave accruals.

Agency HR will need to coordinate with Agency Payroll and an Agency Benefits Administrator (BA) for final pay, (e.g., salary, OT, leave payout).

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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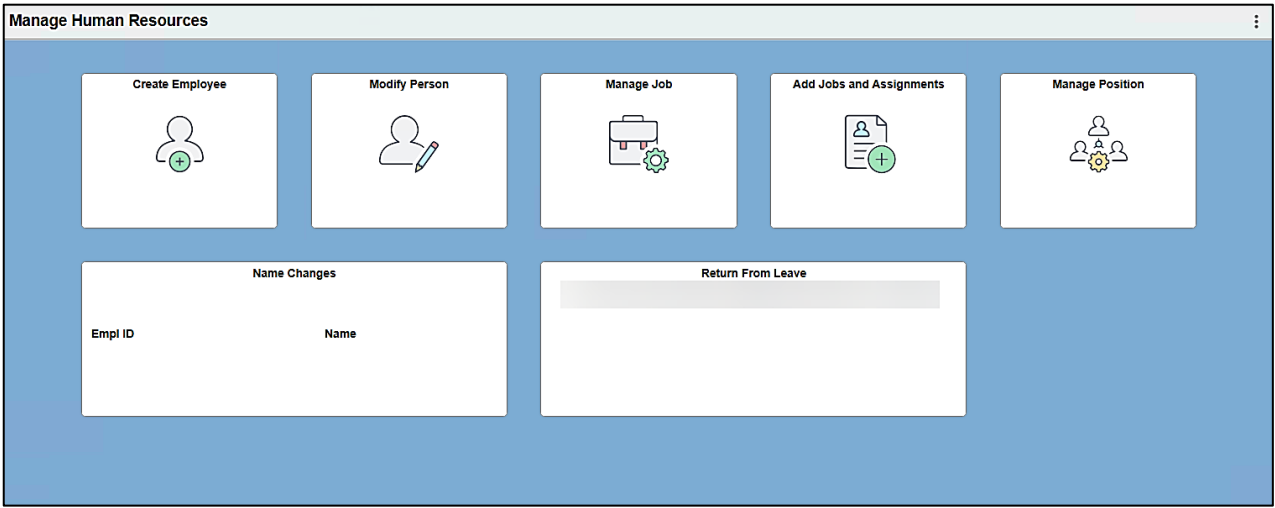
Human Resources Job Aid

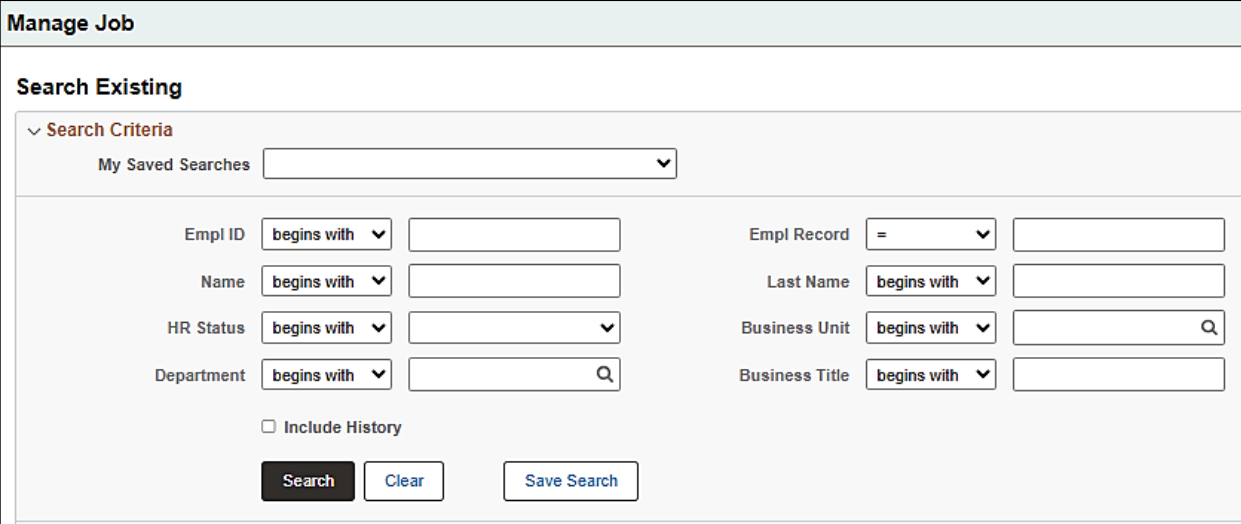
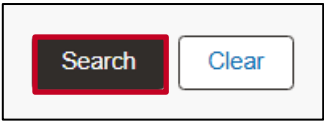
HR351 Managing the Layoff Process

Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
1/16/2026	Notes added to the Layoff section regarding the importance of completing the termination process when severance and benefits have expired, as well as the importance of updating the Primary email address.
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Steps 1; 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.

Layoff

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

Step	Action
The Manage Job Search Existing page displays. 	
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. 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 fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. 
4.	Select the Include History checkbox option. 
5.	Click the Search button. 

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

Job Actions Summary

Pie Apple Create Job Action

Update/Display Include History

Job Actions Summary

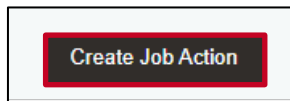
Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Last Updated By / Date	Status	Job Code	Position	Reports To	Regulatory Region	Business Unit	Department	Location	Establishment ID	Company	Pay Group	Pay Group	Tax Location Code	Employee Classification	Employee Type	Standard Hours
05/22/2026 0	Active	Data Change		Completed				USA									CLS Classified Salary	S Salaried	40.0
05/21/2026 0	Active	Data Change		Completed				USA									CLS Classified Salary	S Salaried	40.0
06/18/2025 1	Active	Pay Rate Change FY26 Statewide Increase		Completed				USA									CLS Classified Salary	S Salaried	40.0



If the **Include History** checkbox option was not selected, only the current row of data will display.

6.

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



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

Cancel **Create Job Action** Continue

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

*Effective Date 

Effective Sequence

*Action 

*Reason 

7.

Update the effective date as needed using the **Effective Date Calendar** icon.

Note: This date should correlate with the first day of layoff in accordance with the Layoff Notice.

*Effective Date 

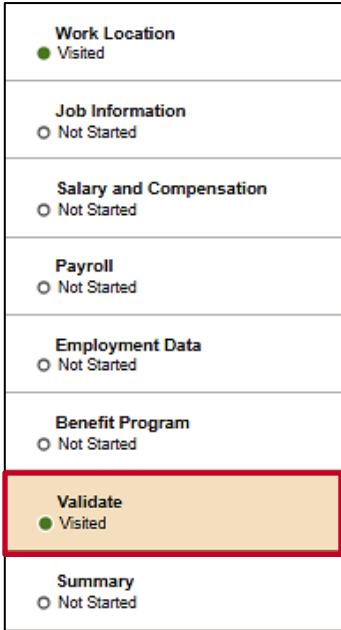
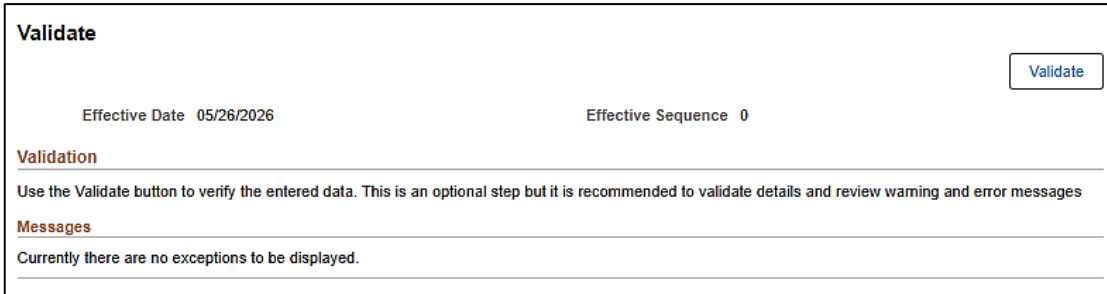
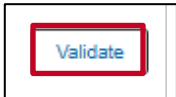
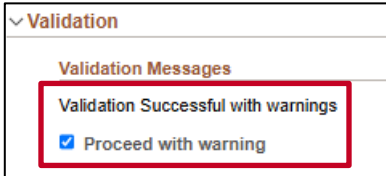
Step	Action
	The Effective Sequence field will auto-populate based on the effective date and does not need to be updated. Effective Sequence 0
8.	Click the Action dropdown button and select “LOF” (Layoff). *Action LOF Q Layoff *Reason Q
9.	Click the Reason dropdown button and select the applicable reason. In this example, “TWF” (Layoff TWFR Unpaid) is selected. Note: The following options are available for selection: a. Layoff Benefits Only b. Layoff Sev and Ben c. Layoff Severance Only d. Layoff TWFR Unpaid *Action LOF Q Layoff *Reason TWF Q Layoff TWFR Unpaid
	The correct Reason code must be entered. For more information on the downstream impacts of Reason codes, refer to the Cardinal Comments section of the Job Aid titled HR351 Action Reason Codes located on the Cardinal website in Job Aids under Learning.
10.	Click the Continue button. Continue



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Step	Action
	The Work Location page displays. Layoff - Layoff TWFR Unpaid Pie,Apple Work Location Job Information Salary and Compensation Payroll Employment Data Benefit Program Validate Summary Work Location Effective Date 05/26/2026 HR Status Active *Job Indicator Primary Job Position Number Position Entry Date 10/10/2017 Regulatory Region USA Business Unit 18100 Department 18100 Location Date Created 05/28/2026 Last Start Date 10/10/2017 Expected Return Date Override Last Date Worked Effective Sequence 0 Payroll Status Suspended Override Details Position Managed Record No Company DLI Dept of Labor and Industry Department Entry Date 10/10/2017 Establishment ID DOLI Dept of Labor and Industry Termination Date 05/25/2026 Last Date Worked 05/25/2026
11.	The HR Status and Payroll Status fields automatically update after the Action and Reason fields are selected. Validate that the HR Status field displays “Active” and the Payroll Status field displays “Suspended”. Work Location Effective Date 05/26/2026 HR Status Active *Job Indicator Primary Job Effective Sequence 0 Payroll Status Suspended
12.	Enter or select the Layoff Notice Date as the date in which the first notice of layoff was issued to the employee using the Layoff Notice Date Calendar icon. Note: This documents the date the initial notice was provided to the employee. Layoff Notice Date
13.	Select the Recall Eligibility Flag toggle. Note: There are very few instances in which this toggle field will not be selected. Recall Eligibility Flag

Step	Action
14.	Click the Validate tab. 
The Validate page displays. 	
15.	Review the Validate page and click the Validate button.  Note: Users should validate every transaction to review and address any warnings and/or errors that may have occurred. Warnings can be bypassed, but errors must be addressed before submitting. Select the Proceed with warning checkbox option if applicable. 

Step

Action

16.

After validation, click the **Summary** tab.

Work Location

● Visited

Job Information

○ Not Started

Salary and Compensation

○ Not Started

Payroll

○ Not Started

Employment Data

○ Not Started

Benefit Program

○ Not Started

Validate

● Visited

Summary

● Visited

The **Summary** page displays.

Layoff - Layoff TWFR Unpaid

Active

< Previous

Submit

Work Location

● Visited

Job Information

○ Not Started

Salary and Compensation

○ Not Started

Payroll

○ Not Started

Employment Data

○ Not Started

Benefit Program

○ Not Started

Validate

● Visited

Summary

● Visited

Summary

Effective Date 05/26/2026Effective Sequence 0

Summary of Changes

Field Label	Proposed Information	Current Information
Position Number	DLI00279-DLI00545	DLI00279-DLI00545
Payroll Status ●	Suspended	Active
Termination Date ●	05/25/2026	Not Available
Last Date Worked ●	05/25/2026	Not Available
Changes Made ●		

17.

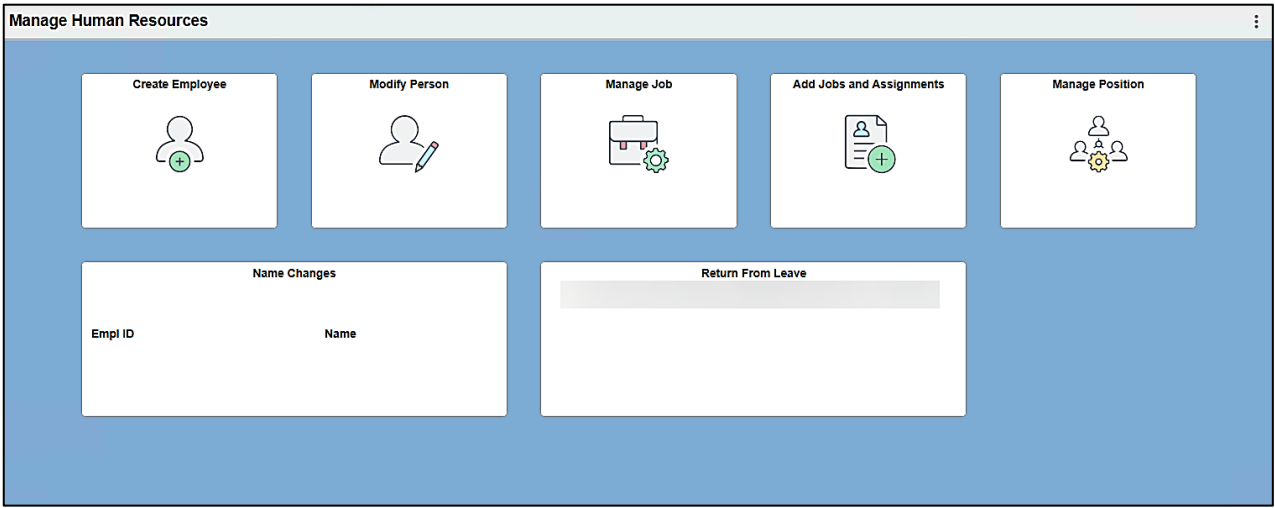
Review the **Summary of Changes** section and click the **Submit** button.

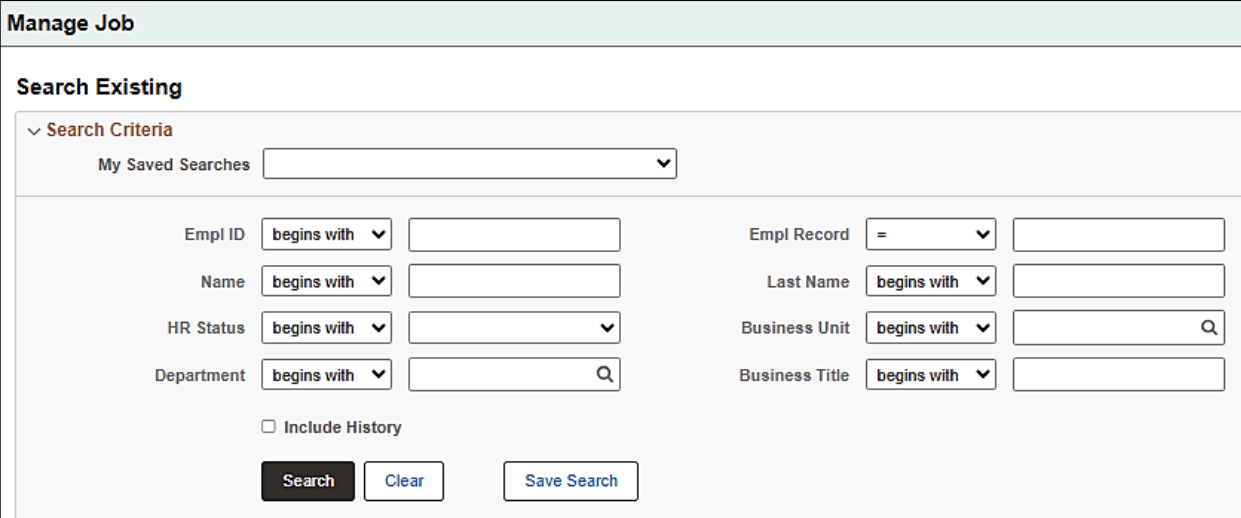
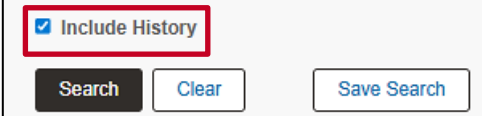
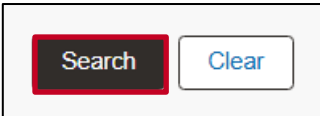
< Previous

Submit

Step	Action
	The Submit Confirmation page displays confirming the successful transaction. Submit Confirmation ✓ The Layoff for Pie,Apple has been successfully created. Pie,Apple Suspended 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
18.	Run and print the Employee Activity Report for the employee and place the printed transaction in the employee file for future audit purposes. Navigate to the Employee Activity Report using the following path: NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Activity Report For more information on running reports, see the Job Aid titled NAV225 Generating an HCM Report located on the Cardinal website in Job Aids under Learning.
19.	Update the Primary email address from the Business email address to the employee's Personal email address. Note: These changes are necessary to ensure the employee will be able to access Cardinal Employee Self Service using their Personal email address. Be sure to notify the employee that they will need to register for Cardinal Employee Self-Service using their Personal email. For more information on updating email addresses, see the Job Aid titled HR351 Viewing and Modifying Personal Data located on the Cardinal website in Job Aids under Learning.
	IMPORTANT: Once the Layoff severance and benefits have expired, the termination process must be completed according to DHRM and Agency policy. HR Administrators must process the termination in Cardinal using the applicable termination Action Reason codes. For more information pertaining to Action Reason codes, see the Job Aid titled HR351 Action Reason Codes located on the Cardinal website in Job Aids under Learning. Note: Be sure to review the Cardinal Comments in the Job Aid to ensure the correct Action Reason codes are entered and understand the downstream impacts.
	Termination of recall rights can be entered at any time during the layoff process per DHRM policy. For additional information and DHRM policy references, the following webpages are available: VRS Workforce Transition Act (State Employees) for Employers Webpage DHRM Layoff - Severance - Temporary Workforce Reduction Webpage

TWFR – Reduce Hours

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

Step	Action
The Manage Job Search Existing page displays. 	
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. 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 fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. 
4.	Select the Include History checkbox option. 
5.	Click the Search button. 



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

Job Actions Summary																			
Jonathan Doe																			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	Pay Group	Tax Location Code	Employee Classification	Employee Type	Standard Hours FT
06/10/2025 0	Active Primary Job	Pay Rate Change FY26 Statewide Increase		Completed				USA United States									CLS Classified Salary	S Salaried	40.00 1.0
04/25/2025 0	Active Primary Job	Pay Rate Change Additional Duties		Completed				USA United States									CLS Classified Salary	S Salaried	40.00 1.0
12/04/2024 0	Active Primary Job	Return from Leave Return From Leave		Completed				USA United States									CLS Classified Salary	S Salaried	40.00 1.0
10/30/2024 1	Active Primary Job	Data Change Data Change		Completed				USA United States									CLS Classified Salary	S Salaried	40.00 1.0
10/30/2024 0	Active Primary Job	Paid Leave of Absence Short-Term Disability		Completed				USA United States									CLS Classified Salary	S Salaried	40.00 1.0



If the **Include History** checkbox option was not selected, only the current row of data will display.

6.

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

Create Job Action

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

Cancel	Create Job Action	Continue
Note: If a Payroll is currently in process for this employee, data will not be processed until next payroll. Please review the transaction specific details and update the effective date correctly on this page.		
*Effective Date	05/26/2026	
Effective Sequence	0	
*Action		
*Reason		

Step	Action
7.	Update the effective date as needed using the Effective Date Calendar icon. *Effective Date 05/26/2026 
	The Effective Sequence field will auto-populate based on the effective date and does not need to be updated. Effective Sequence 0
8.	Click the Action dropdown button and select “DTA” (Data Change). *Action DTA  Data Change *Reason 
9.	Click the Reason dropdown button and select “TFR” (TWFR Reduce Hours). *Action DTA  Data Change *Reason TFR  TWFR Reduce Hours
	The correct Reason code must be entered. For more information on the downstream impacts of Reason codes, refer to the Cardinal Comments section of the Job Aid titled HR351 Action Reason Codes located on the Cardinal website in Job Aids under Learning.
10.	Click the Continue button. 

Step	Action
	The Work Location page displays. Data Change - TWFR Reduce Hours Jonathan Doe Work Location ☒ Visited Job Information ☐ Not Started Salary and Compensation ☐ Not Started Payroll ☐ Not Started Employment Data ☐ Not Started Benefit Program ☐ Not Started Validate ☐ Not Started Summary ☐ Not Started Work Location Effective Date 05/26/2026 Effective Sequence 0 HR Status Active Payroll Status Active *Job Indicator Primary Job ▼ Position Number Q Position Entry Date 06/01/2018 Position Managed Record No Regulatory Region USA Company DLI United States Dept of Labor and Industry Business Unit 18100 Dept of Labor and Industry Department 18100 Department Entry Date 07/25/2017 DEPT OF LABOR AND INDUSTRY Location RICH Establishment ID DOLI Q Dept of Labor and Industry Date Created 05/27/2026 Last Start Date 06/01/2018 STD Claim Number Layoff Notice Date Calendar Recall Eligibility Flag ☐ Turn Off Auto Pay ☐ Yes ☒ No Leave With Pay Working ☐ Yes ☒ No

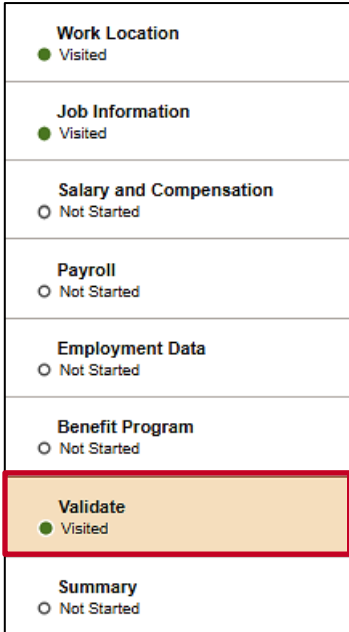
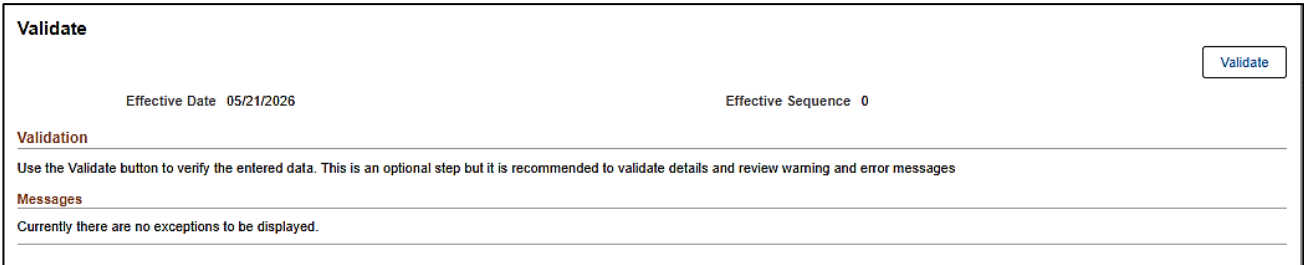
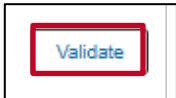
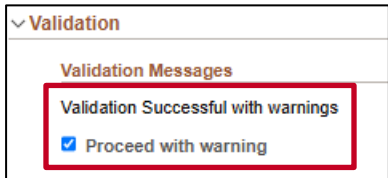
Step	Action
14.	Select the Yes radio button option within the Turn Off Auto Pay section. Note: The employee will be paid hours due out of the SPOT tool. Work with the Payroll Administrator to calculate the compensation due the employee. Turn Off Auto Pay ☒ Yes ☐ No
15.	Click the Job Information tab. Work Location ☒ Visited Job Information ☒ Visited Salary and Compensation ☐ Not Started Payroll ☐ Not Started Employment Data ☐ Not Started Benefit Program ☐ Not Started Validate ☐ Not Started Summary ☐ Not Started



Human Resources Job Aid

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Step	Action
	The Job Information page displays. Data Change - TWFR Reduce Hours Jonathan Doe Active Work Location Visited Job Information Visited Salary and Compensation Not Started Payroll Not Started Employment Data Not Started Benefit Program Not Started Validate Not Started Summary Not Started Job Information Supervisor SOC CD 13-1071 Effective Date 05/26/2026 Job Code 19092 Human Resource Analyst II Supervisor Level E Employee Reports To Regular/Temporary Regular Employee Class Classified Regular Shift Not Applicable Classified Ind Classified Supervisor Name Supervisor Posn Effective Sequence 0 Job Entry Date 04/10/2022 Reports To Manager Full/Part Full-Time *Officer Code None Shift Rate Shift Factor Standard Hours 40.00 FTE 1.000000 Work Period Weekly Adds to FTE Actual Count? Encumbrance Override > USA
16.	Enter the new standard hours for the employee, as defined in the TWFR Reduction Agreement, in the Standard Hours field and then press the Tab key. Note: The remaining fields within the Standard Hours section update as applicable based on the new standard hours. Review as needed for accuracy. Standard Hours Standard Hours 20.00 FTE 0.500000 Work Period Weekly Adds to FTE Actual Count? Encumbrance Override

Step	Action
17.	Click the Validate tab. 
The Validate page displays. 	
18.	Review the Validate page and click the Validate button.  Note: Users should validate every transaction to review and address any warnings and/or errors that may have occurred. Warnings can be bypassed, but errors must be addressed before submitting. Select the Proceed with warning checkbox option if applicable. 

Step

Action

19.

After validation, click the **Summary** tab.

Work Location

● Visited

Job Information

● Visited

Salary and Compensation

○ Not Started

Payroll

○ Not Started

Employment Data

○ Not Started

Benefit Program

○ Not Started

Validate

● Visited

Summary

● Visited

The **Summary** page displays.

Data Change - TWFR Reduce Hours

Active

< Previous

Submit

Work Location

● Visited

Job Information

● Visited

Salary and Compensation

○ Not Started

Payroll

○ Not Started

Employment Data

○ Not Started

Benefit Program

○ Not Started

Validate

● Visited

Summary

● Visited

Summary

Effective Date 05/26/2026Effective Sequence 0

Summary of Changes

Field Label	Proposed Information	Current Information
Position Number	DLI00018-DLI00269	DLI00018-DLI00269
Standard Hours ●	20	40
FTE ●	0.500000	1.000000
Changes Made ●		

20.

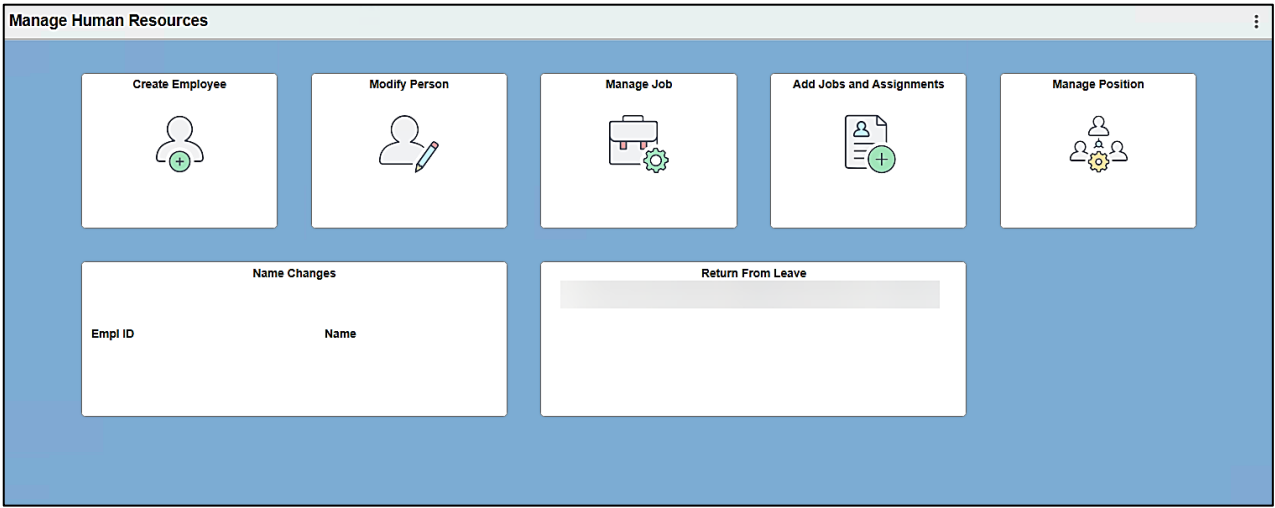
Review the **Summary of Changes** section and click the **Submit** button.

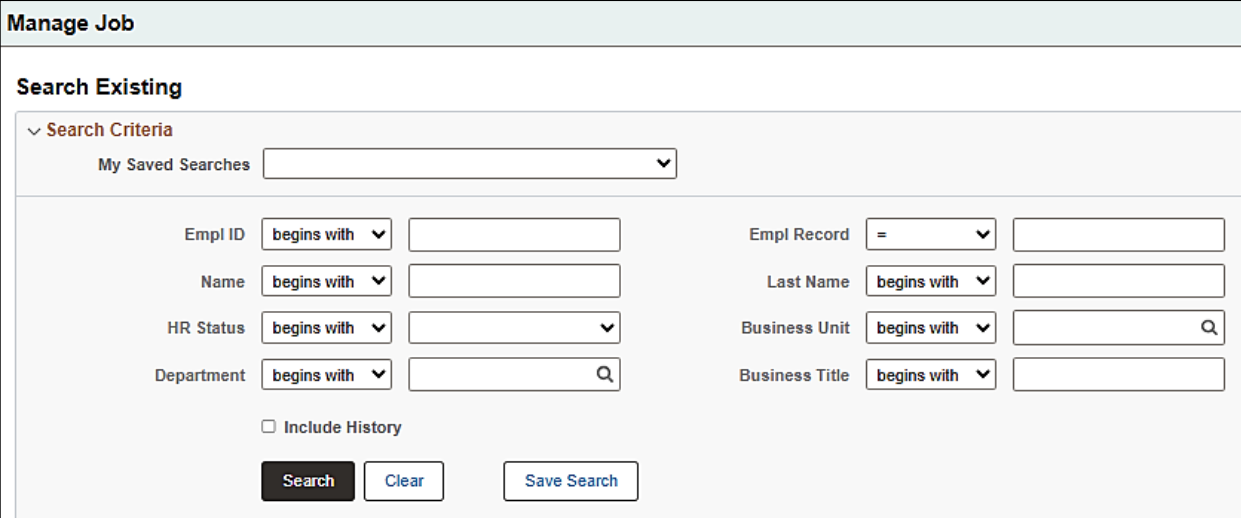
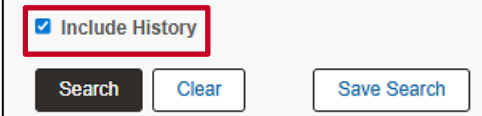
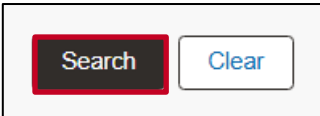
< Previous

Submit

Step	Action
	The Submit Confirmation page displays confirming the successful transaction. Submit Confirmation ✓ The Data Change for Jonathan Doe has been successfully created. Jonathan Doe Active 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.	Run and print the Employee Activity Report for the employee and place the printed transaction in the employee file for future audit purposes. Navigate to the Employee Activity Report using the following path: NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Activity Report
	Termination of recall rights can be entered at any time during the layoff process per DHRM policy. For additional information and DHRM policy references, the following webpages are available: VRS Workforce Transition Act (State Employees) for Employers Webpage DHRM Layoff - Severance - Temporary Workforce Reduction Webpage

TWFR – Not Working

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

Step	Action
The Manage Job Search Existing page displays. 	
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. 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 fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. 
4.	Select the Include History checkbox option. 
5.	Click the Search button. 

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

Job Actions Summary

Create Job Action

Update/Display Include History

Job Actions Summary

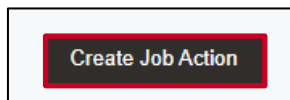
Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Last Updated By / Date	Status	Job Code	Position	Reports To	Regulatory Region	Business Unit	Department	Location	Establishment ID	Company	Pay Group	Pay Group
11/08/2025 0	Active Primary Job	Position Change Reports To/Supv Change		Completed								DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFR107)	SM1 Semimonthly Class
10/25/2025 0	Active Primary Job	Position Change Reports To/Supv Change		Completed								DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFR107)	SM1 Semimonthly Class
06/10/2025 0	Active Primary Job	Pay Rate Change FY26 Statewide Increase		Completed								DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFR107)	SM1 Semimonthly Class
03/12/2025 0	Active Primary Job	Data Change Data Change		Completed								DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFR107)	SM1 Semimonthly Class
09/17/2024 0	Active Primary Job	Position Change Position Data Update		Completed								DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFR107)	SM1 Semimonthly Class
06/10/2024	Active	Pay Rate Change										DOLI	DLI	SM1	SM1



If the **Include History** checkbox option was not selected, only the current row of data will display.

6.

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



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

Create Job Action

Cancel Continue

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

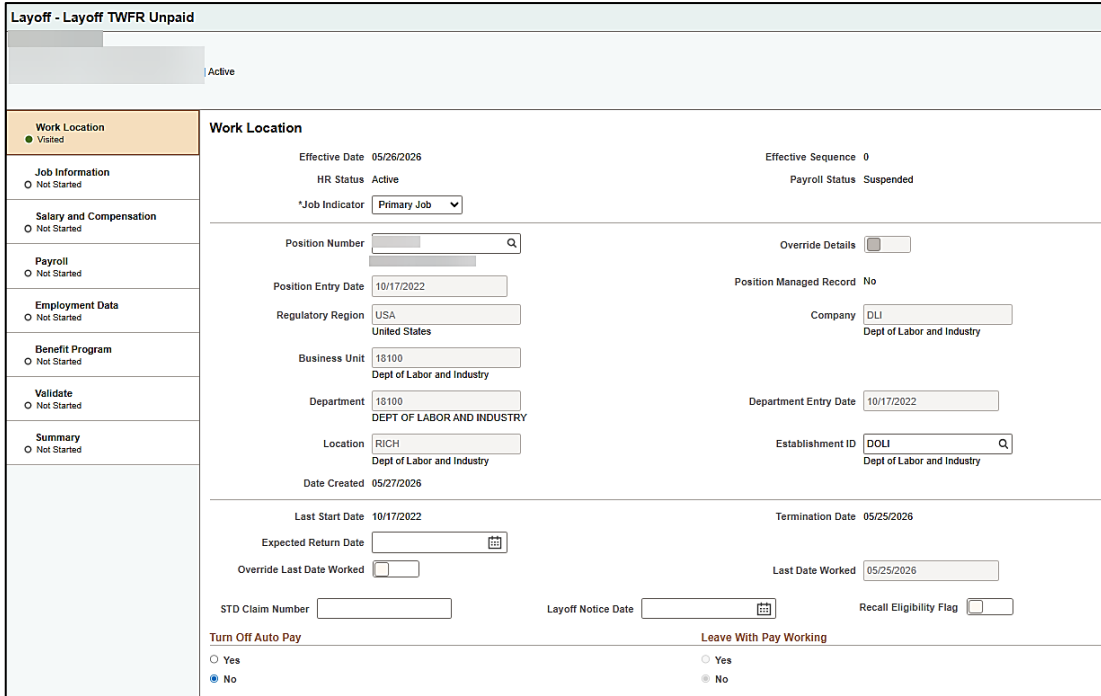
*Effective Date 05/26/2026

Effective Sequence 0

*Action

*Reason

Step	Action
7.	Update the effective date as needed using the Effective Date Calendar icon. *Effective Date 05/26/2026 
	The Effective Sequence field will auto-populate based on the effective date and does not need to be updated. Effective Sequence 0
8.	Click the Action dropdown button and select “LOF” (Layoff). *Action LOF  Layoff *Reason 
9.	Click the Reason dropdown button and select “TWF” (Layoff TWFR Unpaid). *Action LOF  Layoff *Reason TWF  Layoff TWFR Unpaid
	The correct Reason code must be entered. For more information on the downstream impacts of Reason codes, refer to the Cardinal Comments section of the Job Aid titled HR351 Action Reason Codes located on the Cardinal website in Job Aids under Learning.
10.	Click the Continue button. Continue

Step	Action
	The Work Location page displays. 
11.	The HR Status and Payroll Status fields automatically update after the Action and Reason fields are selected. Validate that the HR Status field displays as “Active” and the Payroll Status field displays as “Suspended”. 
12.	Enter or select the Layoff Notice Date as the date in which the first notice of layoff was issued to the employee using the Layoff Notice Date Calendar icon. Note: This documents the date the initial notice was provided to the employee. 
13.	Select the Recall Eligibility Flag toggle. Note: There are very few instances in which this toggle field will not be selected. 



Human Resources Job Aid

HR351 Managing the Layoff Process

Step	Action
14.	Select the Yes radio button option within the Turn Off Auto Pay section. Note: The employee will be paid hours due out of the SPOT tool. Work with the Payroll Administrator to calculate the compensation due the employee. Turn Off Auto Pay ☒ Yes ☐ No
15.	Click the Validate tab. Work Location ☒ Visited Job Information ☐ Not Started Salary and Compensation ☐ Not Started Payroll ☐ Not Started Employment Data ☐ Not Started Benefit Program ☐ Not Started Validate ☒ Visited Summary ☐ Not Started

The **Validate** page displays.

Validate

Validate

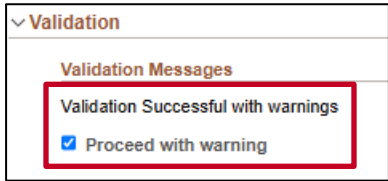
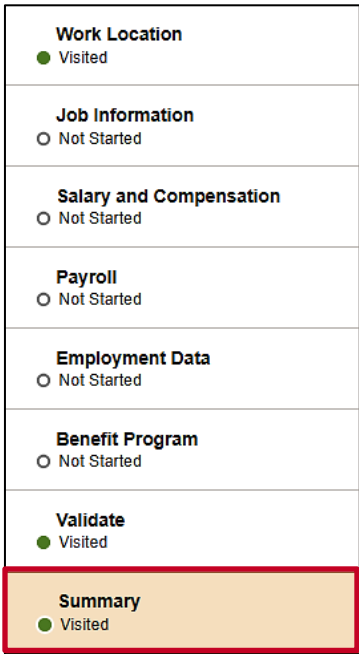
Effective Date 05/21/2026Effective Sequence 0

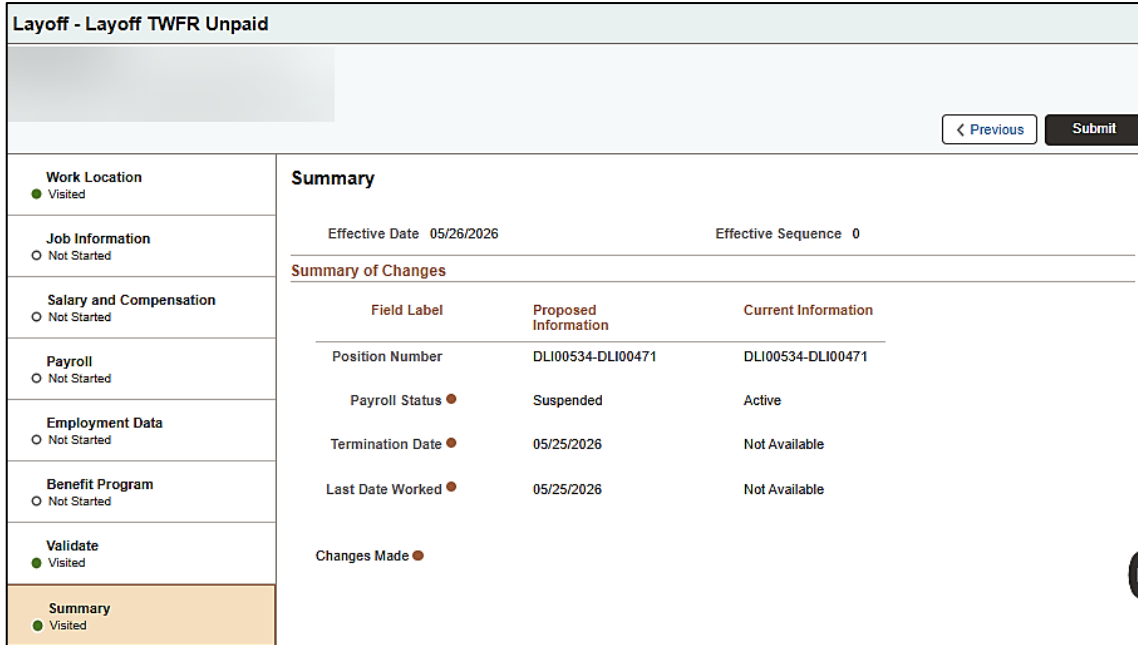
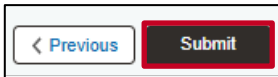
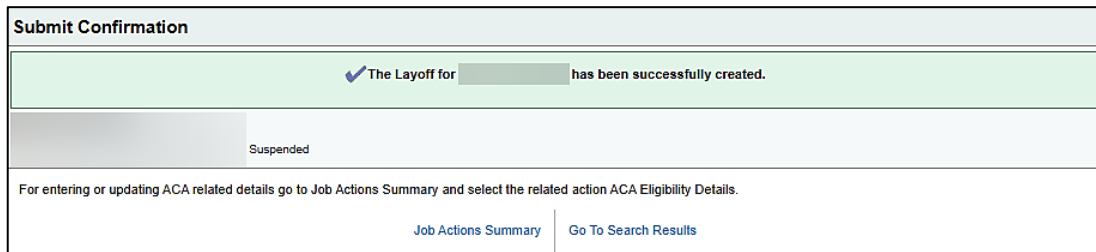
Validation

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

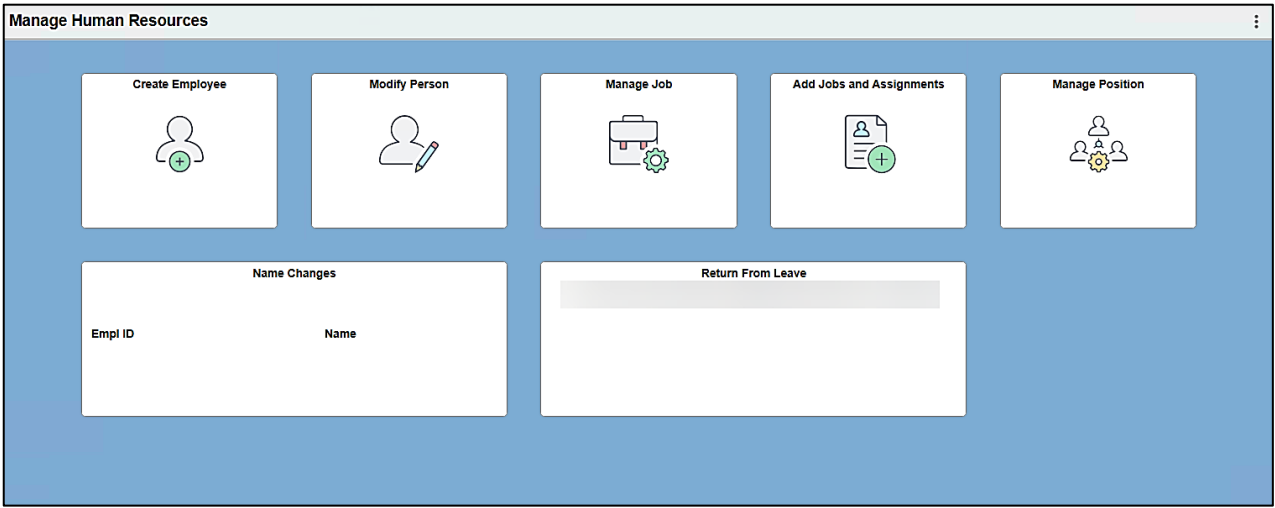
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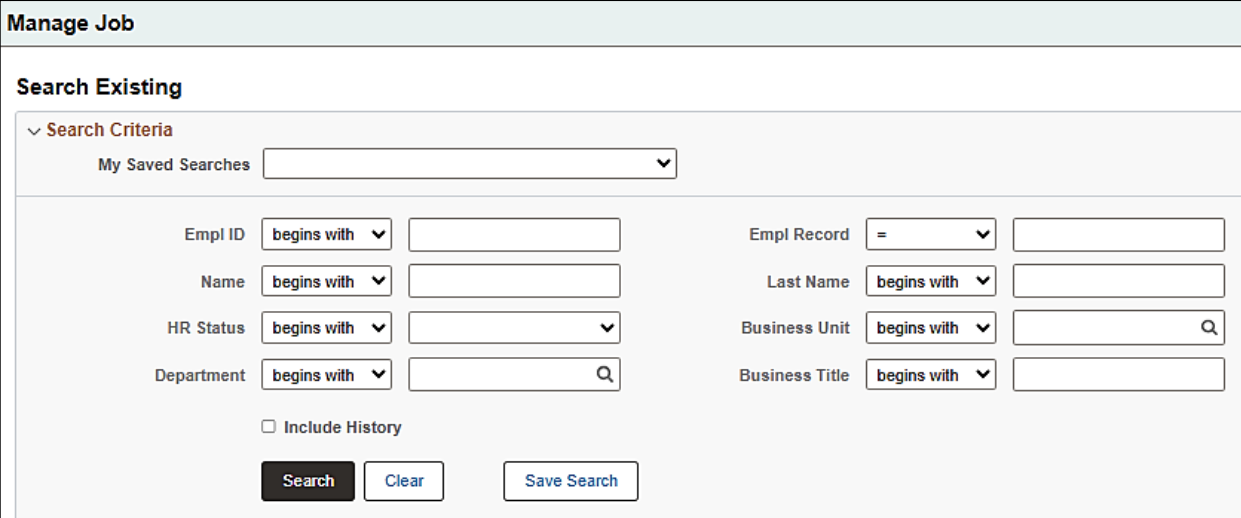
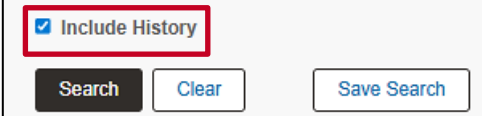
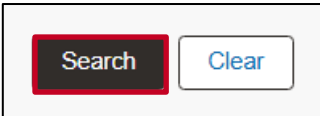
Step	Action
16.	Review the Validate page and click the Validate button.  Note: Users should validate every transaction to review and address any warnings and/or errors that may have occurred. Warnings can be bypassed, but errors must be addressed before submitting. Select the Proceed with warning checkbox option if applicable. 
17.	After validation, click the Summary page. 

Step	Action
	The Summary page displays. 
18.	Review the Summary of Changes section and click the Submit button. 
	The Submit Confirmation page displays confirming the successful transaction. 
19.	Run and print the Employee Activity Report for the employee and place the printed transaction in the employee file for future audit purposes. Navigate to the Employee Activity Report using the following path: NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Activity Report

Step	Action
20.	Update the Primary email address from the Business email address to the employee's Personal email address. Note: These changes are necessary to ensure the employee will be able to access Cardinal Employee Self Service using their Personal email address. Be sure to notify the employee that they will need to register for Cardinal Employee Self-Service using their Personal email. For more information on updating email addresses, see the Job Aid titled HR351 Viewing and Modifying Personal Data located on the Cardinal website in Job Aids under Learning.
	IMPORTANT: Once the Layoff severance and benefits have expired, the termination process must be completed according to DHRM and Agency policy. HR Administrators must process the termination in Cardinal using the applicable termination Action Reason codes. For more information pertaining to Action Reason codes, see the Job Aid titled HR351 Action Reason Codes located on the Cardinal website in Job Aids under Learning. Note: Be sure to review the Cardinal Comments in the Job Aid to ensure the correct Action Reason codes are entered and understand the downstream impacts.
	Termination of recall rights can be entered at any time during the layoff process per DHRM policy. For additional information and DHRM policy references, the following webpages are available: VRS Workforce Transition Act (State Employees) for Employers Webpage DHRM Layoff - Severance - Temporary Workforce Reduction Webpage

Recall from Layoff

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

Step	Action
The Manage Job Search Existing page displays. 	
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. 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 fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. 
4.	Select the Include History checkbox option. 
5.	Click the Search button. 

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

Job Actions Summary

Suspended 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	Pay Group	Tax Location Code	Employee Classification
05/26/2026 0	Active Suspended Primary Job	Layoff TWFR Unpaid		Completed				USA United States									OTO Other Official
11/08/2025 0	Active Primary Job	Position Change Reports To/Supv Change		Completed				USA United States									OTO Other Official
10/25/2025 0	Active Primary Job	Position Change Reports To/Supv Change		Completed				USA United States									OTO Other Official
06/18/2025 0	Active Primary Job	Pay Rate Change FY26 Statewide Increase		Completed				USA United States									OTO Other Official
03/12/2025 0	Active Primary Job	Data Change Data Change		Completed				USA United States									OTO Other Official
09/17/2024	Active	Position Change						USA									OTO



If the **Include History** checkbox option was not selected, only the current row of data will display.

6.

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

Create Job Action

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

Cancel **Create Job Action** Continue

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

*Effective Date 

Effective Sequence

*Action 

*Reason 

Step	Action
7.	Update the effective date as needed using the Effective Date Calendar icon. *Effective Date 05/27/2026 
	The Effective Sequence field will auto-populate based on the effective date and does not need to be updated. Effective Sequence 0
8.	Click the Action dropdown button and select “REC” (Recall from Suspension/Layoff). *Action REC  Recall from Suspension/Layoff *Reason 
9.	Click the Reason dropdown button and select “REC” (Recall from Layoff). *Action REC  Recall from Suspension/Layoff *Reason REC  Recall from Layoff
	The correct Reason code must be entered. For more information on the downstream impacts of Reason codes, refer to the Cardinal Comments section of the Job Aid titled HR351 Action Reason Codes located on the Cardinal website in Job Aids under Learning.
10.	Click the Continue button. Continue



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Step	Action
	The Work Location page displays. Recall from Suspension/Layoff - Recall from Layoff Suspended Work Location ● Visited Job Information ○ Not Started Salary and Compensation ○ Not Started Payroll ○ Not Started Employment Data ○ Not Started Benefit Program ○ Not Started Validate ○ Not Started Summary ○ Not Started Work Location Effective Date 05/27/2026 HR Status Active *Job Indicator Primary Job Position Number Position Entry Date 10/17/2022 Regulatory Region USA Business Unit 18100 Department 18100 Location RICH Date Created 05/27/2026 Effective Sequence 0 Payroll Status Active Override Details Position Managed Record No Company DLI Dept of Labor and Industry Department Entry Date 10/17/2022 Establishment ID DOLI Dept of Labor and Industry Last Start Date 10/17/2022 Termination Date STD Claim Number Layoff Notice Date 05/01/2026 Recall Eligibility Flag Turn Off Auto Pay Leave With Pay Working
11.	The HR Status and Payroll Status fields automatically update after the Action and Reason fields are selected. Validate that the HR Status and Payroll Status fields both display as “Active”. Work Location Effective Date 05/27/2026 Effective Sequence 0 HR Status Active Payroll Status Active *Job Indicator Primary Job
12.	Delete the date entered within the Layoff Notice Date field. Layoff Notice Date
13.	De-select the Recall Eligibility Flag toggle. Recall Eligibility Flag

Step	Action
14.	Select the No radio button option within the Turn Off Auto Pay section if the Yes radio button option was previously selected during the TWFR Reduced Hours or TWFR Unpaid process. Note: The employee will be paid hours due out of the SPOT tool. Work with the Payroll Administrator to calculate the compensation due the employee. Turn Off Auto Pay ☐ Yes ☒ No
15.	Click the Validate tab. Work Location ☒ Visited Job Information ☐ Not Started Salary and Compensation ☐ Not Started Payroll ☐ Not Started Employment Data ☐ Not Started Benefit Program ☐ Not Started Validate ☒ Visited Summary ☐ Not Started

The **Validate** page displays.

Validate

Effective Date 05/21/2026 Effective Sequence 0

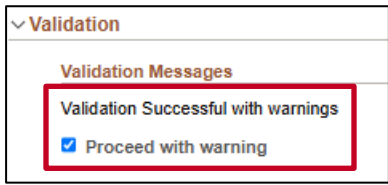
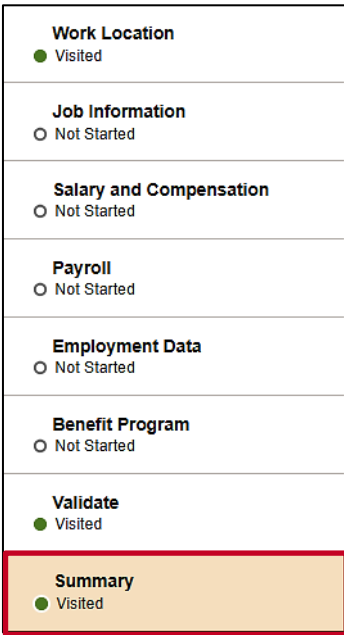
[Validation](#)

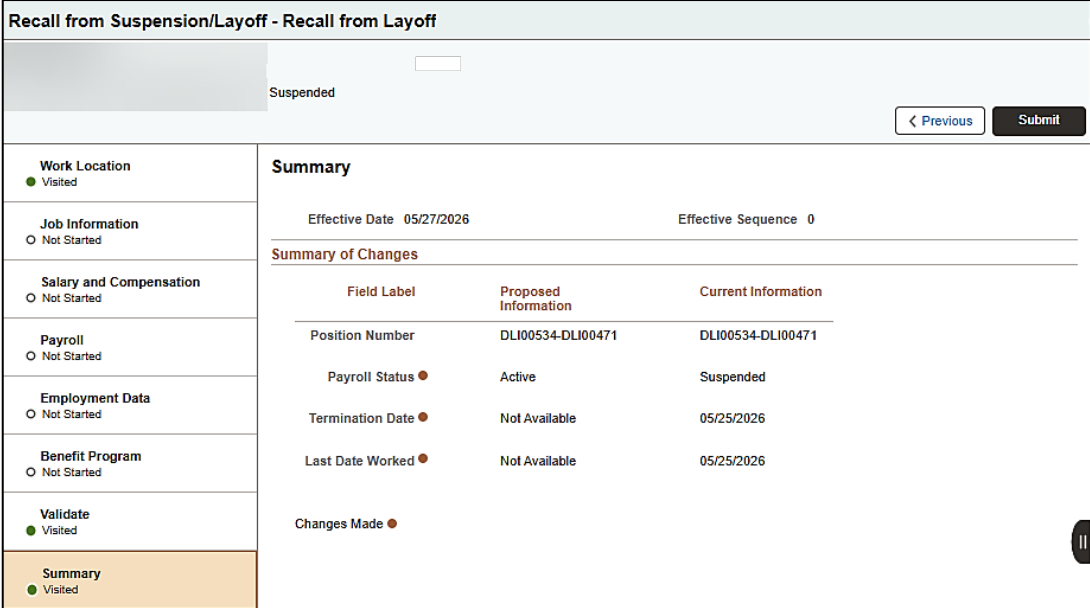
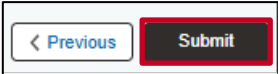
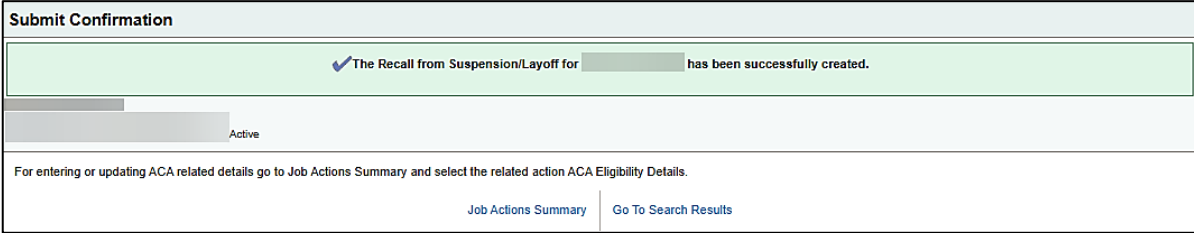
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[Messages](#)

Currently there are no exceptions to be displayed.

Validate

Step	Action
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	Termination of recall rights can be entered at any time during the layoff process per DHRM policy. For additional information and DHRM policy references, the following webpages are available: VRS Workforce Transition Act (State Employees) for Employers Webpage DHRM Layoff - Severance - Temporary Workforce Reduction Webpage