



Processing a Change in Full/Part/Quasi Status Overview

When updating an employee from full-time, part-time, or quasi status, the change must be made first to the Position. Before making the change to the Position, review the employee's Job Record to determine the highest effective dated row. The effective date used on the Position update transaction must be greater than the highest effective date on the employee's Job Record so that the Position change will flow over to the employee's Job Record correctly.

After updating the applicable fields on the Position, navigate to the employee's Job Record to update the applicable fields that affect pay using the same effective date as the Position change. The employee's compensation must be updated, use an Action in Job Data of "Pay Rate Change" and the applicable Reason for the change.

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

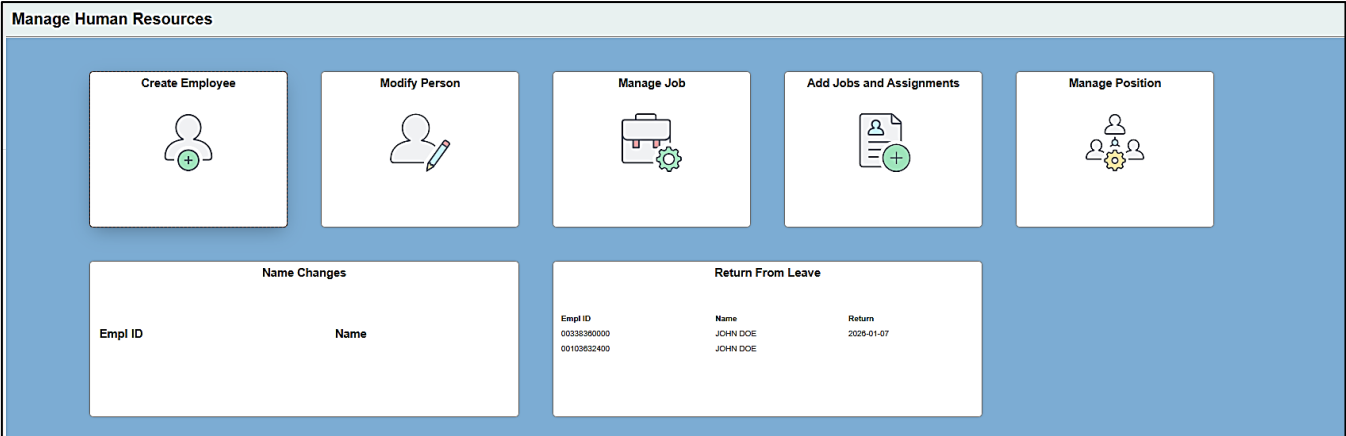
HR351 Processing a Change in Full/Part/Quasi Status

Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search pages. Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Updating a Change in Status from Full/Part/Quasi

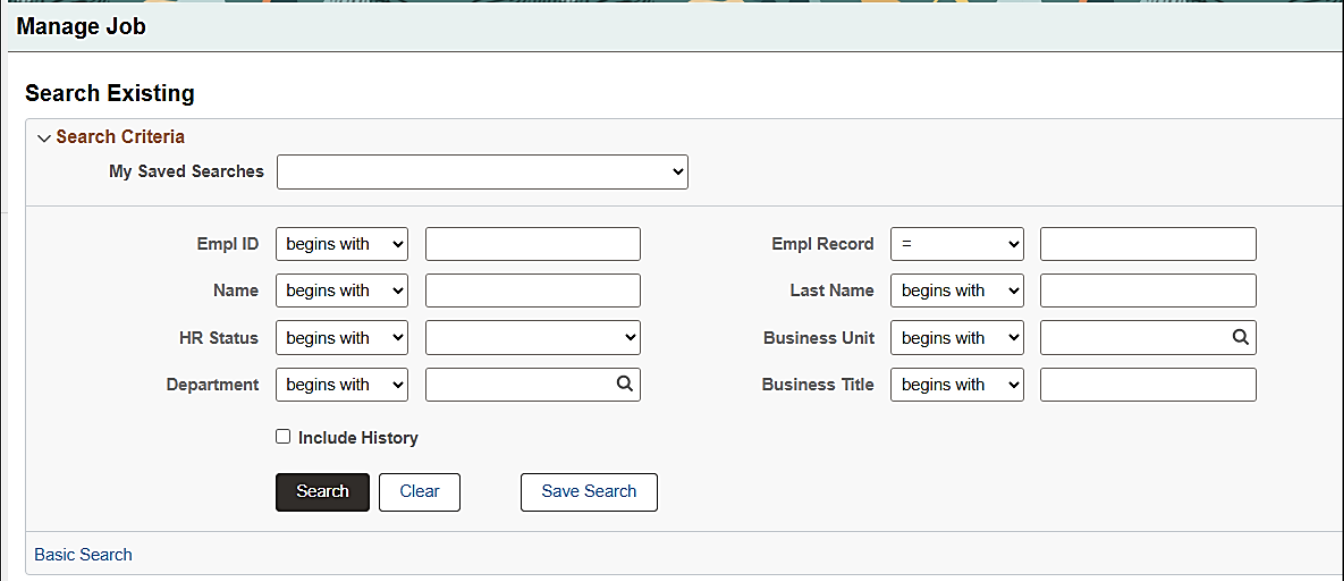
Before beginning, navigate to the employee's Job Record to check the effective date of the highest effective dated row. When updating the Position, the effective date used must be after the effective date on the employee's highest effective dated Job Data row.

Step	Action
1.	Navigate to the Job Actions Summary 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. 
	 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.	Search for the applicable employee by entering the 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.	Click the Include History checkbox. 
5.	Click the Search button. 



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Step

Action

The Job Actions Summary page for the employee displays.

Job Actions Summary

10 | Safety Comp Officer Lead

18100 | DEPT OF LABOR AND INDUSTRY | Active

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
12/08/2025 0	Active Active Primary Job	Position Change Reports To/Supv Change	Homer Simpson 12/08/2025	Completed	69034	DLI00519 Compliance/Safety Officer IV Safety Comp Officer Lead	DLI00121 Safety Compliance Officer Lead JOHN DOE	USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY	LYNC LYNCHBURG FIELD OFFICE	DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFR107)	SM1 Semimonthly Classified	680 Lynchburg	CLS Classified Salary	S Salaried
06/10/2025 0	Active Active Primary Job	Pay Rate Change FY26 Statewide Increase	AA_CARDINAL_BATCH_HR 06/07/2025	Completed	69034	DLI00519 Compliance/Safety Officer IV Safety Comp Officer Lead	DLI00064 Regional Safety Director JOHN DOE	USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY	LYNC LYNCHBURG FIELD OFFICE	DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFR107)	SM1 Semimonthly Classified	680 Lynchburg	CLS Classified Salary	S Salaried
03/25/2025 1	Active Active Primary Job	Position Change Position Data Update	JOHN DOE 03/18/2025	Completed	69034	DLI00519 Compliance/Safety Officer IV Safety Comp Officer Lead	DLI00064 Regional Safety Director JOHN DOE	USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY	LYNC LYNCHBURG FIELD OFFICE	DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFR107)	SM1 Semimonthly Classified	680 Lynchburg	CLS Classified Salary	S Salaried

6.

Locate the employee’s highest effective dated row and make note of that date.

Note: This is the top row on the Job Actions Summary page.

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
12/08/2025 0	Active Active Primary Job	Position Change Reports To/Supv Change	12/08/2025	Completed	69034	DLI00519 Compliance/Safety Officer IV Safety Comp Officer Lead	DLI00121 Safety Compliance Officer Lead	USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY

i

When updating the Position, the effective date used must be after the highest effective date found on the employee’s Job Record for the Position change to flow to the Job Record correctly.

7.

Access the employee’s Position to make the update to their full/part/quasi status. To access the Manage Position tile, users can:

Click the Back arrow twice to return to the Manage Human Resources tile

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⚙️

Click the Home button and click the Manage Human Resources tile.

🏠

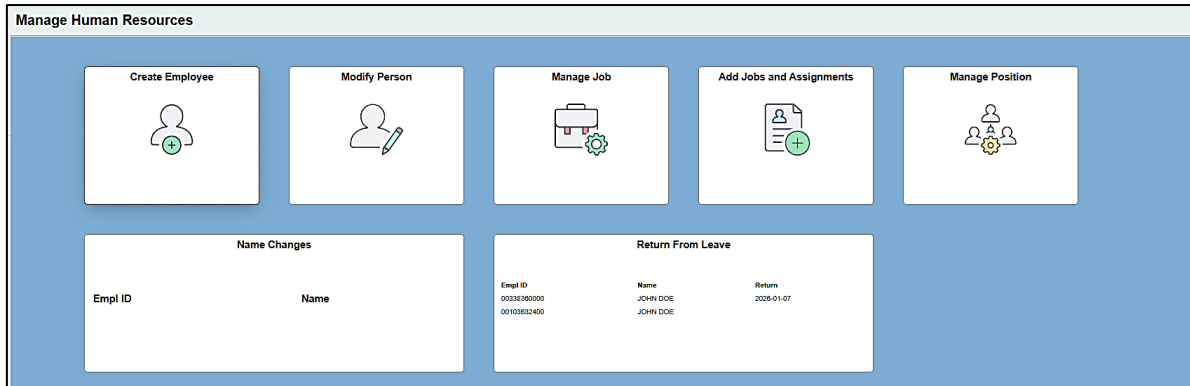
🔔

⋮

🔗

Step	Action
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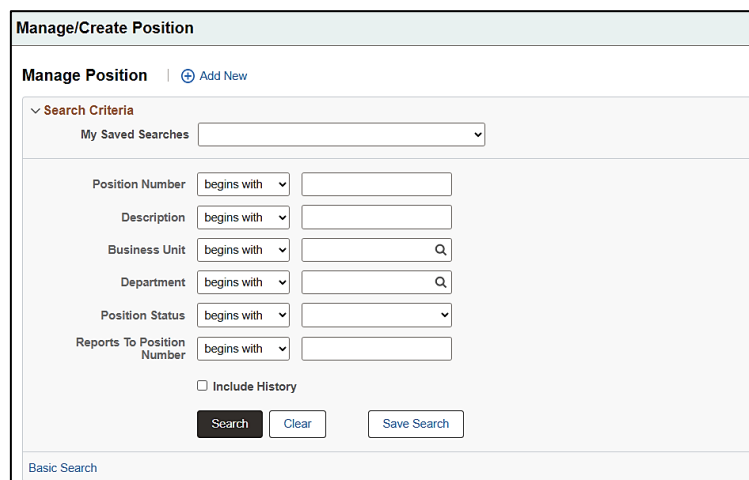
The **Manage Human Resources** page displays.



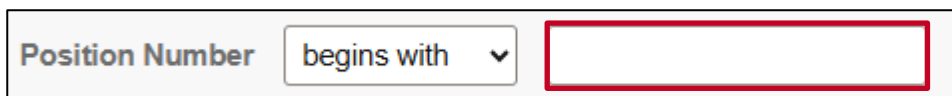
8. Click the **Manage Position** tile.



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



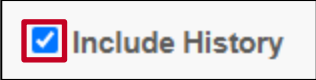
9. Enter the employee's Position Number in the **Position Number** field.



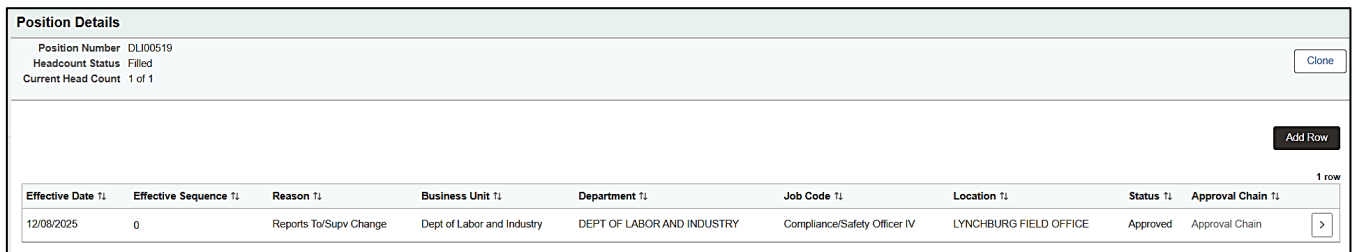


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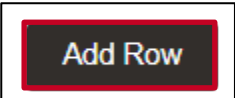
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Step	Action
10.	Check the Include History checkbox. 
11.	Click the Search button. 

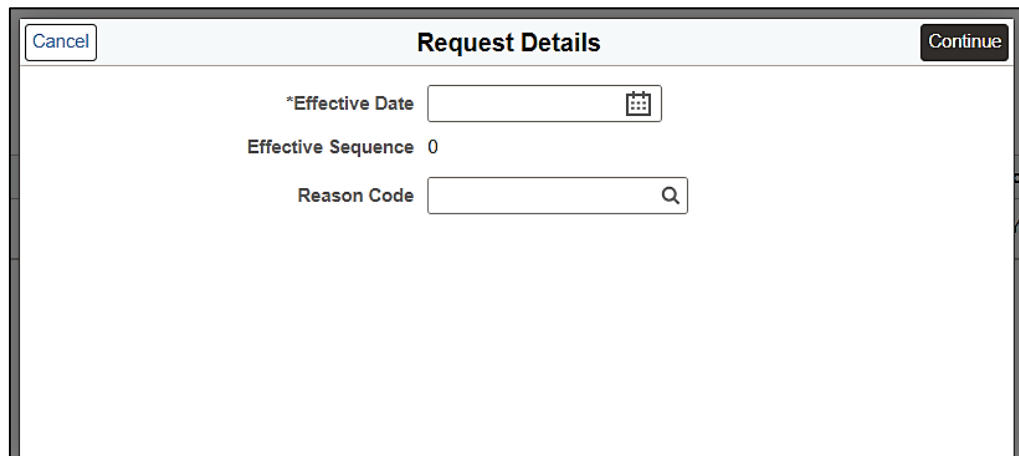
The **Position Details** page displays.



The screenshot shows the 'Position Details' page. At the top, it displays 'Position Number: DL000519', 'Headcount Status: Filled', and 'Current Head Count: 1 of 1'. There is a 'Clone' button on the right. Below this is an 'Add Row' button. A table with 10 columns is shown: Effective Date, Effective Sequence, Reason, Business Unit, Department, Job Code, Location, Status, and Approval Chain. The first row contains the following data: 12/08/2025, 0, Reports To/Supv Change, Dept of Labor and Industry, DEPT OF LABOR AND INDUSTRY, Compliance/Safety Officer IV, LYNCHBURG FIELD OFFICE, Approved, and Approval Chain. A '1 row' indicator is on the right, and a navigation arrow is at the bottom right.

12.	Click the Add Row button at the top right of the page. 
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The **Request Details** page displays in a pop-up window.



The screenshot shows a 'Request Details' pop-up window. It has a 'Cancel' button on the top left and a 'Continue' button on the top right. The form contains three fields: '*Effective Date' with a calendar icon, 'Effective Sequence' with the value '0', and 'Reason Code' with a search icon.



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Step	Action
13.	Enter or select the applicable effective date for the change. Note: The effective date must be after the date captured in Step 6. *Effective Date
	The Effective Sequence field value defaults. Effective Sequence 0
14.	Select the applicable reason for the update using the Reason Code Lookup icon. Reason Code
15.	Click the Continue button. Cancel Request Details Continue *Effective Date 03/10/2026 Effective Sequence 0 Reason Code UPD Position Data Update

The **Step 1 of 4: Position Data** page displays.

Manage Position

Position Number: DL00519

Headcount Status: Filled

Current Head Count: 1 of 1

Next >

1 Position Data
Validated

2 Additional Information
Not Started

3 Budget Incumbents
Not Started

4 Review and Submit
Not Started

Step 1 of 4: Position Data

COV Specific Position Data 1

Appointed Category: N/A

Supervisor Position: DL00121

*Position Months: 12.00

Effective Date: 03/10/2026

Effective Sequence: 0

Position Information

*Filled Status: Approved

*Status: Active

Action Date: 07/26/2026

Key Position: ☐

Budgeted Position: ☐

Confidential Position: ☐

Critical/Hard to Hire: N

VPA Covered: ☐

SOEI Required: ☐

Review Date:

Reason Code: UPD - Position Data Update

Approval Status: Not Available

Max Head Count: 1

Status Date: 09/21/2022

Job Sharing Permitted: ☐

Available for Telework: ☐



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Step	Action
16.	Update the Full/Part Time field to the applicable status using the dropdown button provided in the Job Information section. For this scenario, the status is being updated from “Full-Time” to “Quasi”. Job Information *Business Unit18100Q Dept of Labor and Industry *Job Code69034Q Compliance/Safety Officer IV *Regular/TemporaryRegular *Regular ShiftNot Applicable *TitleSafety Comp Officer Lead *Full/Part TimeFull-Time Union Code Short Title69034 DescriptionCompliance/Safety Officer Lead
17.	Click the Next button located in the top right corner. Next > *Full/Part TimeQuasi Union Code Short Title69034 DescriptionCompliance/Safety Officer Lead
The Step 2 of 4: Additional Information page displays. Note: No changes are needed on this page. Manage Position Position NumberDUJ00519 Headcount StatusFilled Current Head Count1 of 1 < Previous Next > 1Position DataVisited 2Additional InformationVisited 3Budget IncumbentsNot Started 4Review and SubmitNot Started Step 2 of 4: Additional Information Effective Date03/10/2026 Effective Sequence0 Reason CodeUPD Position Data Update Approval StatusNot Available Specific Information Mail Drop ID Drug ProgramNo Telephone Signature Authority Education and Government Position Pool ID *Pre-Encumbrance IndicatorEncumber Immediately *Encumber Salary OptionSalary Step *Classified IndicatorClassified Calc Group (Flex Service) Academic Rank FTE1.000000 Adds to FTE Actual Count	
18.	Click the Next button. < Previous Next >



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Step	Action
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The **Step 3 of 4: Budget Incumbents** page displays.

Note: No changes are needed on this page.

Manage Position

Position Number DLI00519
Headcount Status Filled
Current Head Count 1 of 1

< Previous

Next >

1 Position Data
Visited

2 Additional Information
Visited

3 Budget Incumbents
Visited

4 Review and Submit
Not Started

Step 3 of 4: Budget Incumbents

Effective Date 03/10/2026
Effective Sequence 0
Reason Code UPD Position Data Update
Approval Status Not Available

Current Budget

Earnings 0.000
Deductions 0.000
Tax 0.000
Cdn Tax 0.000
Total 0.00

Incumbents

Update Incumbents ☐
Include Salary Plan/Grade ☐
Force Update for Title Changes ☐

Name T1	Empl ID T1	Empl Record T1	Full/Part T1	Std Hrs/Wk T1	Effective Date T1	Action T1	Action Reason T1	Override Position Data T1	Job Data T1
JOHN DOE	00814553200	0	Full-Time	40.00	12/08/2025	Position Change	Reports To/Suprv Change	N	Job Data

19. Click the **Next** button.

< Previous

Next >

The **Step 4 of 4: Review and Submit** page displays.

Manage Position

Position Number DLI00519
Headcount Status Filled
Current Head Count 1 of 1

< Previous

Submit

1 Position Data
Visited

2 Additional Information
Visited

3 Budget Incumbents
Visited

4 Review and Submit
Visited

Step 4 of 4: Review and Submit

Effective Date 03/10/2026
Effective Sequence 0
Reason Code UPD Position Data Update
Approval Status Not Available

Summary Of Changes

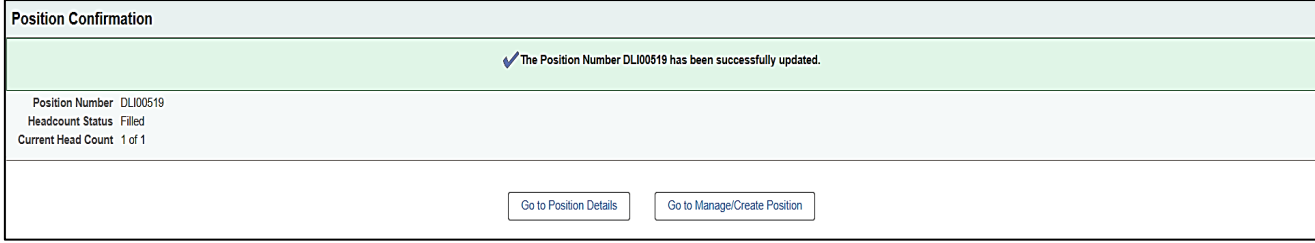
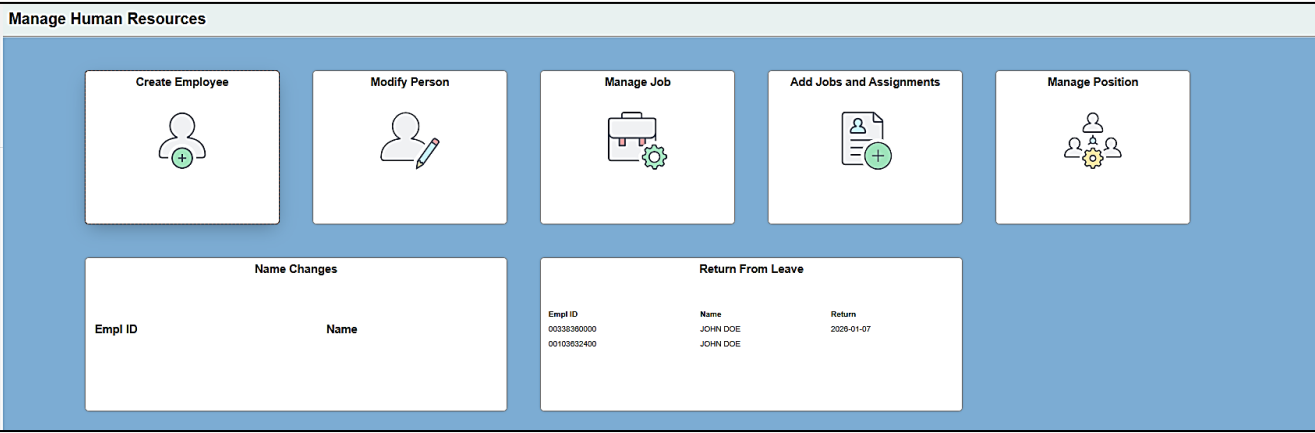
Description	Proposed Value	Current Value
Reason Code	UPD	RTC
Action Date	07/26/2026	12/08/2025
Full/Part Time	Q	F

20. Review the changes made (**Proposed Value** column) and then click the **Submit** button.

Note: Use the **Previous** button if the change is not reflected accurately.

< Previous

Submit

Step	Action
	The Position Confirmation page displays. 
21.	Re-access the employee's Job Record to make the update by navigating to the Job Actions Summary page. Click the Home button, and then click the Manage Human Resources tile. 
	The Manage Human Resources page displays. 
22.	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 Q Department begins with Q Business Title begins with ☐ Include History Search Clear Save Search Basic Search	
23.	Search for the applicable employee by entering the Employee ID in the Empl ID field. Empl ID begins with
24.	Click the Include History checkbox. ☒ Include History
25.	Click the Search button. Search Clear



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Step

Action

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

Job Actions Summary

[9] Safety Comp Officer Lead
18100 | DEPT OF LABOR AND INDUSTRY | Active

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	Employ Type
03/10/2026 0	Active Primary Job	Position Change Position Data Update	07/26/2026	Completed	69034	DIU00519 Safety Comp Officer IV	DIU00121 Safety Compliance Officer Lead	USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY	LYNC LYNCHBURG FIELD OFFICE	DOLI Dept of Labor and Industry	DOLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFR07)	SM1 Semi-monthly Classified	680 Lynchburg	CLS Classified Salary	S Salaried
12/08/2025 0	Active Primary Job	Position Change Reports To/Supv Change	12/08/2025	Completed	69034	DIU00519 Safety Comp Officer IV	DIU00121 Safety Compliance Officer Lead	USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY	LYNC LYNCHBURG FIELD OFFICE	DOLI Dept of Labor and Industry	DOLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFR07)	SM1 Semi-monthly Classified	680 Lynchburg	CLS Classified Salary	S Salaried

i

The highest effective dated row should now be the Position Data Update just completed.

26.

Click the **Create Job Action** button at the top right of the page.

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 Date07/26/2026

Effective Sequence0

*Action

*Reason

27.

Enter/select the applicable effective date in the **Effective Date** field.

For this scenario, the effective date is “03/10/2026”.

*Effective Date03/10/2026



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Step	Action
	Use the same effective date that was used for the Position update.
	The Effective Sequence field auto-populates to the applicable number. Effective Sequence 1
28.	Click the Action Look up icon and select “PAY” for “Pay Rate Change”. *Action PAY  Pay Rate Change
29.	Select the applicable reason using the Reason Look up icon. For this scenario, “ROD” for “Reduction of Duties” is selected. *Reason ROD  Reduction of Duties
30.	Click the Continue button. 

The **Work Location** page displays.

Pay Rate Change - Reduction of Duties

18100 | DEPT OF LABOR AND INDUSTRY | Active

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 03/10/2026

Effective Sequence 1

HR Status Active

Payroll Status Active

*Job Indicator Primary Job

Position Number DLI00210
Acting Dir of Financial OPS

Override Details

Position Entry Date 11/10/2024

Position Managed Record No

Regulatory Region USA
United States

Company DLI
Dept of Labor and Industry

Business Unit 18100
Dept of Labor and Industry

Department 18100
DEPT OF LABOR AND INDUSTRY

Department Entry Date 11/10/2024

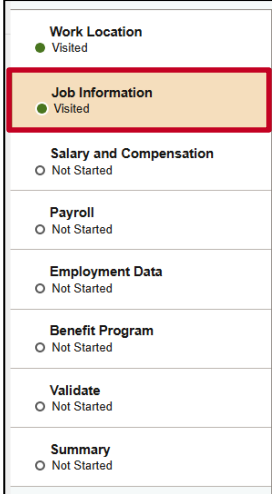
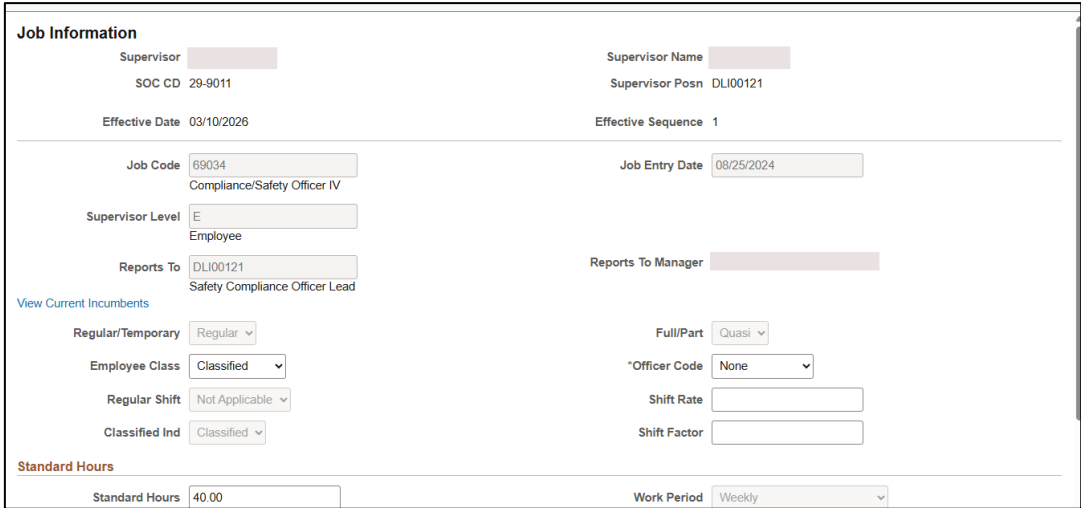
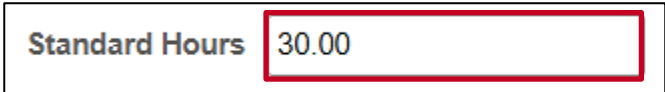
Location RICH
Dept of Labor and Industry

Establishment ID DOLI
Dept of Labor and Industry



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Step	Action
31.	Click the Job Information tab. 
	The Job Information page displays. 
32.	Review the Full/Part field and ensure accuracy based on the Position update that was made. 
33.	Update the Standard Hours field to reflect the employee's new hours and tab out of the field. 



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Step	Action
	The FTE field will calculate after tabbing out of the Standard Hours field. Standard Hours 30.00 FTE 0.750000
34.	Click the Salary and Compensation tab. Work Location ● Visited Job Information ● Visited Salary and Compensation ● Visited Payroll ○ Not Started Employment Data ○ Not Started Benefit Program ○ Not Started Validate ○ Not Started Summary ○ Not Started
	The Salary and Compensation page displays. Salary and Compensation Effective Date 03/10/2026Effective Sequence 1 Salary Plan Salary Admin PlanSWStatewide Grade5Statewide Salary Grade 5 Step Includes Wage Progression Rule☐ Grade Entry Date08/25/2024 Step Entry Date Compensation Compensation Rate2,083.333333 *FrequencySemimonthly > Comparative Information > Pay Rates Default Pay Components Pay Components 1 row
35.	Click the Default Pay Components button. Default Pay Components



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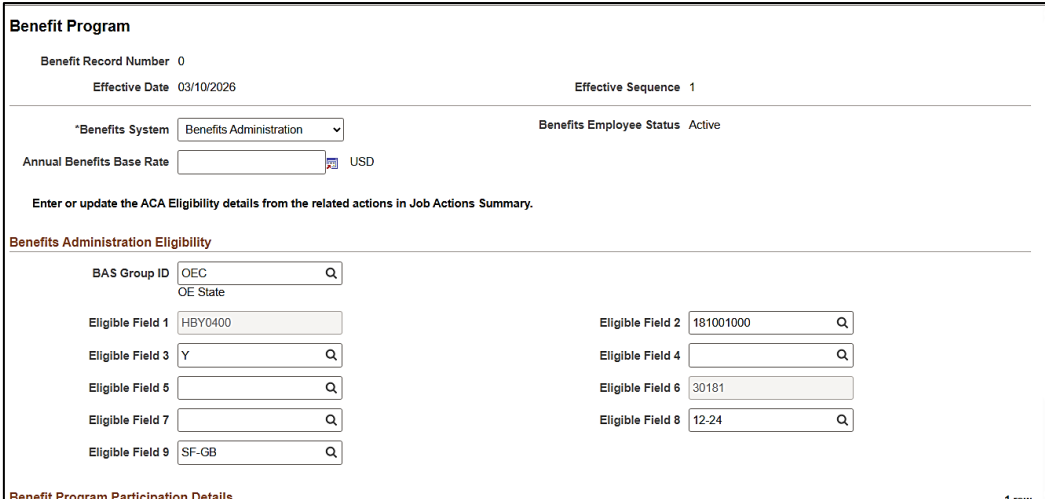
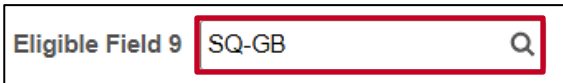
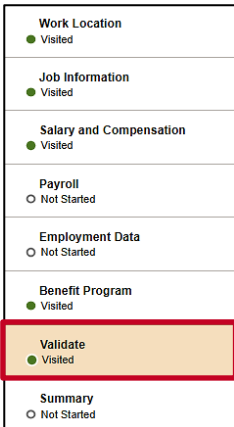
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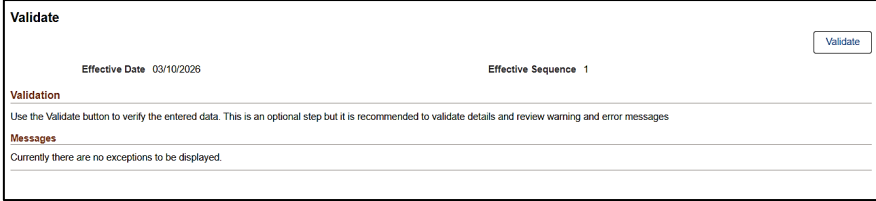
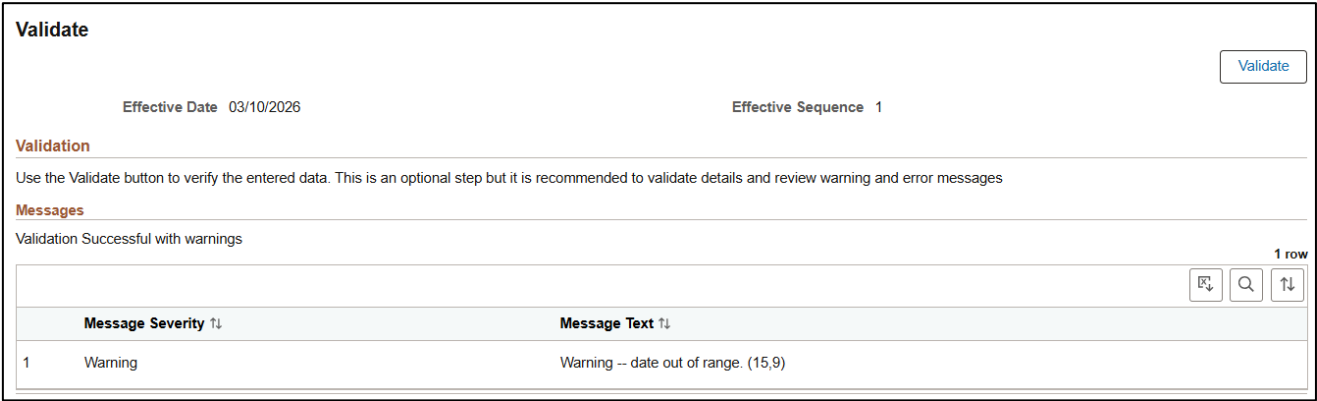
Step	Action						
36.	Update the Compensation Rate field in the Pay Components section. Pay Components 1 row Amount Controls Changes Conversion Show All *Rate Code ⌵ Seq ⌵ Compensation Rate ⌵ Currency ⌵ Frequency ⌵ Percent ⌵ STATE Q 0 45,000.000000 ⌵ USD Q A Q + ⌵ Calculate Compensation <tr><td> i <td> This calculation must be completed manually as Cardinal does not auto-calculate the Compensation Rate. This calculation is based on the adjusted annual compensation percentage in correlation to the employee’s new hours. </td></td></tr> <tr><td>37.</td><td> Click the Calculate Compensation button. Calculate Compensation </td></tr> <tr><td>38.</td><td> Click the Benefit Program. Work Location ● Visited Job Information ● Visited Salary and Compensation ● Visited Payroll ○ Not Started Employment Data ○ Not Started Benefit Program ● Visited Validate ○ Not Started Summary ○ Not Started </td></tr>	i <td> This calculation must be completed manually as Cardinal does not auto-calculate the Compensation Rate. This calculation is based on the adjusted annual compensation percentage in correlation to the employee’s new hours. </td>	This calculation must be completed manually as Cardinal does not auto-calculate the Compensation Rate. This calculation is based on the adjusted annual compensation percentage in correlation to the employee’s new hours.	37.	Click the Calculate Compensation button. Calculate Compensation	38.	Click the Benefit Program. Work Location ● Visited Job Information ● Visited Salary and Compensation ● Visited Payroll ○ Not Started Employment Data ○ Not Started Benefit Program ● Visited Validate ○ Not Started Summary ○ Not Started
i <td> This calculation must be completed manually as Cardinal does not auto-calculate the Compensation Rate. This calculation is based on the adjusted annual compensation percentage in correlation to the employee’s new hours. </td>	This calculation must be completed manually as Cardinal does not auto-calculate the Compensation Rate. This calculation is based on the adjusted annual compensation percentage in correlation to the employee’s new hours.						
37.	Click the Calculate Compensation button. Calculate Compensation						
38.	Click the Benefit Program. Work Location ● Visited Job Information ● Visited Salary and Compensation ● Visited Payroll ○ Not Started Employment Data ○ Not Started Benefit Program ● Visited Validate ○ Not Started Summary ○ Not Started						



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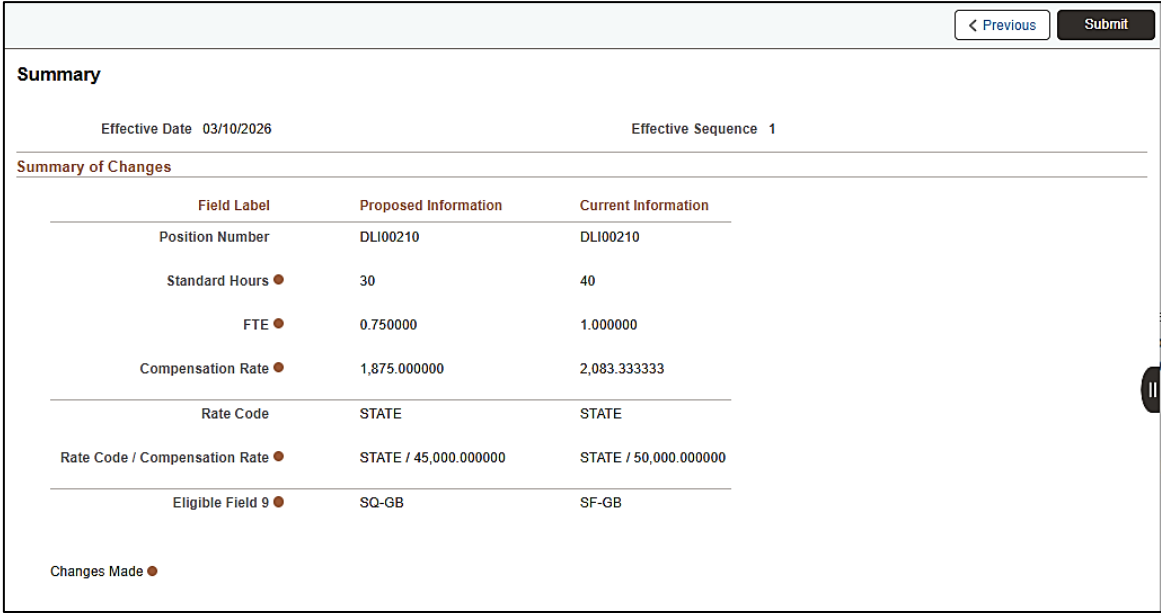
Step	Action								
	The Benefit Program Participation page displays. 								
39.	Update the Eligible Field 9 field. 								
	Use the chart below to select the applicable values when updating the Eligible Field 9 field: <table><thead><tr><th>Valid Values</th><th>Definitions</th></tr></thead><tbody><tr><td>SF-GB</td><td>Full Time Employee</td></tr><tr><td>SP-GB</td><td>Part Time Employee</td></tr><tr><td>SQ-GB</td><td>Quasi Employee</td></tr></tbody></table>	Valid Values	Definitions	SF-GB	Full Time Employee	SP-GB	Part Time Employee	SQ-GB	Quasi Employee
Valid Values	Definitions								
SF-GB	Full Time Employee								
SP-GB	Part Time Employee								
SQ-GB	Quasi Employee								
40.	Click the Validate tab. 								

Step	Action
	The Validate page displays. 
41.	Click the Validate button. 
	The Validate page refreshes. 
	Review the Messages section. 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 (the Messages section will display an Error message and the validation will fail). Select the Proceed with warning checkbox option if applicable. For this scenario, the entry was keyed over 30 days in the past, and in this case, it is valid, so no additional action is required. 



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Step	Action
42.	Click the Summary tab. 
	The Summary page displays. 
43.	Review all changes for accuracy. • If updates are required, use the Previous button to go back and make the applicable update(s). • If accurate click the Submit button. For this scenario, all changes are accurate. 



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Step	Action
	The Submit Confirmation page displays. Submit Confirmation ✓ The Pay Rate Change for JOHN DOE has been successfully created. 0 Safety Comp Officer Lead 18100 DEPT OF LABOR AND INDUSTRY 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
44.	Run the Employee Activity Report for the employee using the following navigation path: NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Activity Report
45.	Print the report and place the printed transaction in the employee file for future audit requests. Note: For additional information on the Employee Activity Report and the steps used to run this report, refer to the Cardinal Human Resources Reports Catalog located on the Cardinal website in Reports Catalogs under Resources.