



Human Resources Job Aid

HR353 Reviewing the Human Resources Read Only Pages

HR353 Reviewing the Human Resources Read Only Pages Overview

This Job Aid provides an overview of the key Human Resources pages and sections that the HR Read Only role can access. It includes an overview of the pages and corresponding sections, and lists key fields, field descriptions, and impacts to other functional areas.

The following Human Resources pages are covered in this Job Aid:

- **Position Details** and **View Position** pages (Position Data)
- **Personal Data** page
- **Emergency Contact** page
- **Job Summary** and **Job Details** pages (Job Data)
- **Maintain Teleworker** page

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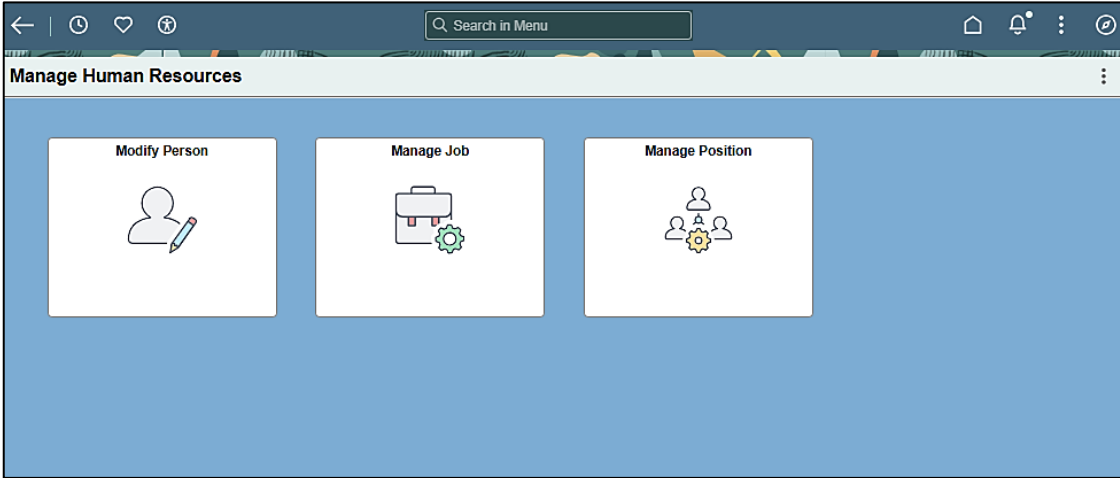
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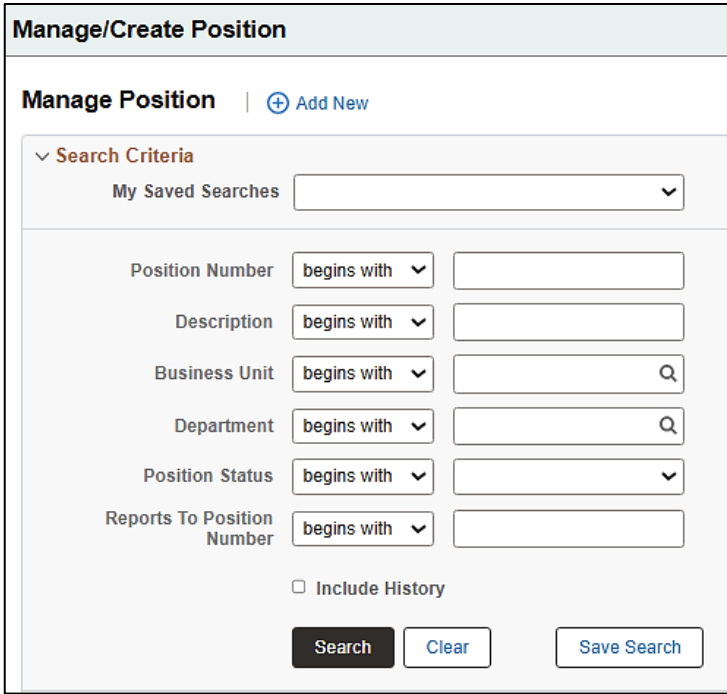
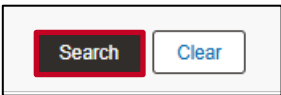
Revision History

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.

Viewing the Position Details Page

The **Position Details** page shows the history of changes for a position.

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

Step	Action
	The Manage Position Search page displays. 
	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 applicable Position Number in the Position Number field to search for the position. 
4.	Select the Include History checkbox option. 
5.	Click the Search button. 



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Step	Action																																																						
	The Position Details page displays with the position history row(s) as applicable. Position Details Position Number DLI00022 Headcount Status Filled Current Head Count 1 of 1 Add Row <table border="1"><thead><tr><th>Effective Date</th><th>Effective Sequence</th><th>Reason</th><th>Business Unit</th><th>Department</th><th>Job Code</th><th>Location</th><th>Status</th><th>Approval Chain</th></tr></thead><tbody><tr><td>06/01/2025</td><td>0</td><td>Position Data Update</td><td>Dept of Labor and Industry</td><td>DEPT OF LABOR AND INDUSTRY</td><td>Compliance/Safety Officer IV</td><td>NORFOLK REGIONAL OFFICE</td><td>Approved</td><td>Approval Chain ></td></tr><tr><td>09/17/2024</td><td>0</td><td>Position Data Update</td><td>Dept of Labor and Industry</td><td>DEPT OF LABOR AND INDUSTRY</td><td>Compliance/Safety Officer IV</td><td>NORFOLK REGIONAL OFFICE</td><td>Approved</td><td>Approval Chain ></td></tr><tr><td>01/01/2024</td><td>0</td><td>Position Data Update</td><td>Dept of Labor and Industry</td><td>DEPT OF LABOR AND INDUSTRY</td><td>Compliance/Safety Officer IV</td><td>NORFOLK REGIONAL OFFICE</td><td>Approved</td><td>Approval Chain ></td></tr><tr><td>05/25/2023</td><td>0</td><td>Job Reclass Upward</td><td>Dept of Labor and Industry</td><td>DEPT OF LABOR AND INDUSTRY</td><td>Compliance/Safety Officer IV</td><td>NORFOLK REGIONAL OFFICE</td><td>Approved</td><td>Approval Chain ></td></tr><tr><td>01/01/1901</td><td>0</td><td>New Position</td><td>Dept of Labor and Industry</td><td>DEPT OF LABOR AND INDUSTRY</td><td>Compliance/Safety Officer III</td><td>NORFOLK REGIONAL OFFICE</td><td>Approved</td><td>Approval Chain ></td></tr></tbody></table>	Effective Date	Effective Sequence	Reason	Business Unit	Department	Job Code	Location	Status	Approval Chain	06/01/2025	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	NORFOLK REGIONAL OFFICE	Approved	Approval Chain >	09/17/2024	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	NORFOLK REGIONAL OFFICE	Approved	Approval Chain >	01/01/2024	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	NORFOLK REGIONAL OFFICE	Approved	Approval Chain >	05/25/2023	0	Job Reclass Upward	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	NORFOLK REGIONAL OFFICE	Approved	Approval Chain >	01/01/1901	0	New Position	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer III	NORFOLK REGIONAL OFFICE	Approved	Approval Chain >
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Position Details fields:

Field	Description	Impacts to Other Functional Areas
Effective Date	Identifies the date the position updates are effective in Cardinal.	Position updates with effective dates prior to the incumbent's max effective dated Job Data row will not automatically flow and will require manual updates to Job Data.
Effective Sequence	Defaults to 0 but is systematically incremented by 1 digit whenever the same effective date is used sequentially.	N/A
Reason	Identifies the reason for the position change.	N/A



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Step	Action																		
6.	Click the View Detail button at the end of the top row to view more details about the position. Note: The row at the bottom represents the oldest row of data, and the row at the top represents the most recent row of data. Always select the top row to view the most recent data related to the position. Position Details Position Number DLI00022 Headcount Status Filled Current Head Count 1 of 1 Add Row 1 row <table><tr><th>Effective Date</th><th>Effective Sequence</th><th>Reason</th><th>Business Unit</th><th>Department</th><th>Job Code</th><th>Location</th><th>Status</th><th>Approval Chain</th></tr><tr><td>06/01/2025</td><td>0</td><td>Position Data Update</td><td>Dept of Labor and Industry</td><td>DEPT OF LABOR AND INDUSTRY</td><td>Compliance/Safety Officer IV</td><td>NORFOLK REGIONAL OFFICE</td><td>Approved</td><td>Approval Chain</td></tr></table>	Effective Date	Effective Sequence	Reason	Business Unit	Department	Job Code	Location	Status	Approval Chain	06/01/2025	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	NORFOLK REGIONAL OFFICE	Approved	Approval Chain
Effective Date	Effective Sequence	Reason	Business Unit	Department	Job Code	Location	Status	Approval Chain											
06/01/2025	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	NORFOLK REGIONAL OFFICE	Approved	Approval Chain											

The **View Position** page displays.

View Position

Position Number DLI00022

Headcount Status Filled

Current Head Count 1 of 1

Effective Date 06/01/2025

Effective Sequence 0

Reason UPD Position Data Update

Approval Status Approved

Position Information

Position Status Approved

Status Active

Action Date 07/02/2025

Key Position No

Budgeted Position Yes

Confidential Position No

Max Head Count 1

Status Date 09/21/2022

Job Sharing Permitted No

Available for Telework Yes

Job Information

Business Unit 18100

Dept of Labor and Industry

Job Code 69034

Compliance/Safety Officer IV

Regular/Temporary Regular

Regular Shift Not Applicable

Title Health Compliance Off Senior

Full/Part Time Full-Time

Union Code

Short Title 69034

Description Compliance/Safety Officer IV

Work Location

Reg Region USA

Department 18100

Location NORF

Reports To DLI00018

Supervisor Lvl E

United States

DEPT OF LABOR AND INDUSTRY

NORFOLK REGIONAL OFFICE

Regional Health Director

Employee

Company DLI

Dot-Line

Security Clearance

Salary Plan Information

Pay Plan

Salary Admin Plan SW

Grade 5

Step



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Viewing the View Position Page

Follow the instructions in the [Viewing the Position Details Page](#) section to navigate to the **View Position** page.

Step	Action
	The View Position page displays. View Position Position Number DLI00022 Headcount Status Filled Current Head Count 1 of 1 Effective Date 06/01/2025 Effective Sequence 0 Reason UPD Position Data Update Approval Status Approved Position Information Position Status Approved Status Active Action Date 07/02/2025 Key Position No Budgeted Position Yes Confidential Position No Max Head Count 1 Status Date 09/21/2022 Job Sharing Permitted No Available for Telework Yes Job Information Business Unit 18100 Job Code 69034 Regular/Temporary Regular Regular Shift Not Applicable Title Health Compliance Off Senior Dept of Labor and Industry Compliance/Safety Officer IV Full/Part Time Full-Time Union Code Short Title 69034 Description Compliance/Safety Officer IV Work Location Reg Region USA Department 18100 Location NORF Reports To DLI00018 Supervisor Lvl E United States DEPT OF LABOR AND INDUSTRY NORFOLK REGIONAL OFFICE Regional Health Director Employee Company DLI Dept of Labor and Industry Dot-Line Security Clearance Salary Plan Information Pay Plan Salary Admin Plan SW Grade 5 Step

View Position header fields:

Field	Description	Impacts to Other Functional Areas
Effective Date	This is the date the information on this page is effective in Cardinal.	Position updates with effective dates prior to the incumbent's max effective-dated Job Data row will not automatically flow and will require manual updates to Job Data.



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Field	Description	Impacts to Other Functional Areas
Effective Sequence	Defaults to 0 but is systematically incremented by 1 digit whenever the same effective date is used sequentially.	N/A
Reason	Identifies the reason for the position change.	N/A

Position Information section fields:

Field	Description	Impacts to Other Functional Areas
Confidential Position	Indicates if the position is a confidential position (e.g., Undercover Officers).	If "Yes" is selected, incumbent information is not reported in Active Directory or Employee Directory extracts. Incorrect values will cause inaccurate reporting and incumbent Personal Data to appear when it should not, or not appear when it should.
Max Head Count	Indicates the number of employees that should be assigned to a position. Usual ratio is one employee to one position. Examples of when this could be different are job sharing, pooled positions, or dual incumbency.	Changes made to the position (e.g., location, reports to, supervisor, etc.) could inadvertently impact all incumbents.
Available for Telework	Indicates whether a position is eligible for telework.	Incorrect value will cause inaccurate reporting and prevent entry of a telework agreement for the incumbent.



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Job Information section fields:

Field	Description	Impacts to Other Functional Areas
Business Unit	Indicates the business unit (Agency) that is associated with a position.	N/A
Job Code	Identifies the job code associated with a position.	Incorrect value could cause inaccurate reporting and affect incumbent's FLSA Status, Full/Part Time Status, Salary Grade, and cause errors when entering compensation amount.
Full/Part Time	Indicates whether the position is Full-Time, Part-Time or Quasi status. The Standard Hours in Job Data (not Position Data) should correlate to this status.	Incorrect value would cause employee to be enrolled in incorrect benefits program.

Step	Action
7.	Scroll down to the Work Location, Salary Plan Information, and USA sections. Work Location Reg Region USA Department 18100 Location NORF Reports To DLJ00018 View Current Incumbents Supervisor Lvl E United States DEPT OF LABOR AND INDUSTRY NORFOLK REGIONAL OFFICE Regional Health Director Employee Company DLI Dept of Labor and Industry Dot-Line Security Clearance Salary Plan Information Pay Plan Grade 5 Salary Admin Plan SW Step Standard Hours 40.00 Work Period W Weekly Mon Tue Wed Thu Fri Sat Sun 8.00 8.00 8.00 8.00 8.00 USA FLSA Status Nonexempt Bargaining Unit 8888

Work Location section fields:

Field	Description	Impacts to Other Functional Areas
Department	Indicates the department in which the position resides.	If incorrect, the position funding ChartField allocations would be inaccurate.



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Field	Description	Impacts to Other Functional Areas
Location	Displays the physical work location for the position.	If incorrect, affects COVA salary plans (NV vs. SW locations) and the incumbent's benefits eligibility.
Reports To	Displays the position number of the individual who will receive the employee's timesheet and absence requests for approval.	If incorrect, affects the incumbent's timesheet and absence request submissions.

Salary Plan Information section fields:

Field	Description	Impacts to Other Functional Areas
Salary Admin Plan	Values are populated based on the job code and location code selected, and cannot be updated here.	If incorrect, errors could be received when entering the employee's compensation.

USA section fields:

Field	Description	Impacts to Other Functional Areas
FLSA Status	This identifies the position as "Professional" (Exempt) or "Nonexempt", and determines eligibility for overtime pay.	If incorrect, this impacts Payroll and Time and Attendance for agencies who use Cardinal for this functionality.

Step	Action																
8.	Scroll down to the COV Specific Position Data 1 section. COV Specific Position Data 1 <table><tr><td>Appointed Category</td><td>N</td><td>Review Date</td><td></td></tr><tr><td>Critical/Hard to Hire</td><td>N</td><td>Position Months</td><td>12.00</td></tr><tr><td>Supervisor Position</td><td>DLI00018</td><td>SOEI Required</td><td>No</td></tr><tr><td>VPA Covered</td><td>Yes</td><td></td><td></td></tr></table>	Appointed Category	N	Review Date		Critical/Hard to Hire	N	Position Months	12.00	Supervisor Position	DLI00018	SOEI Required	No	VPA Covered	Yes		
Appointed Category	N	Review Date															
Critical/Hard to Hire	N	Position Months	12.00														
Supervisor Position	DLI00018	SOEI Required	No														
VPA Covered	Yes																

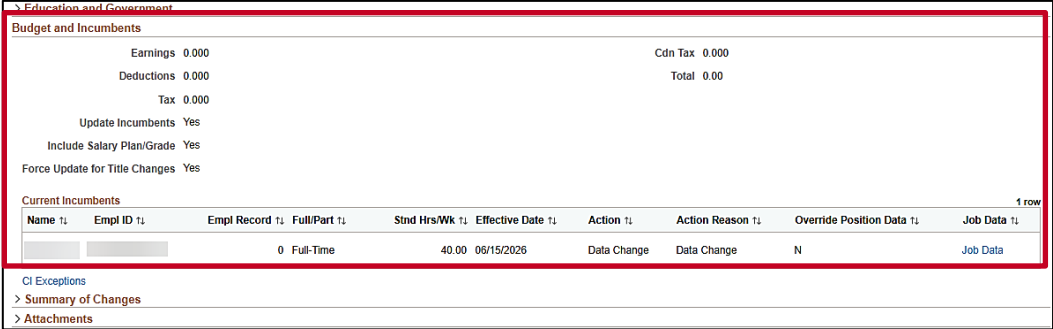


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COV Specific Position Data 1 section fields:

Field	Description	Impacts to Other Functional Areas
Supervisor Position	Displays the position number of the incumbent's daily/operational supervisor.	If incorrect, the wrong supervisor is identified for performance management tasks.
VPA Covered	Indicates if the position is covered by the Virginia Personnel Act (VPA). For all classified positions, this must be "Yes". For all other positions, this must be "No".	Incorrect data will result in inaccurate reporting and some downstream programs/systems.

Step	Action
9.	Scroll down to the Budget and Incumbents section. 

Current Incumbents fields:

Field	Description	Impacts to Other Functional Areas
Name	Name of the current active employee(s) in the position.	If displayed incorrectly, must be entered/updated in Personal Data and may impact benefits and other functional areas.
Effective Date	The current effective dated Job Data row of the active incumbent in the position.	N/A

Viewing the Personal Data Page

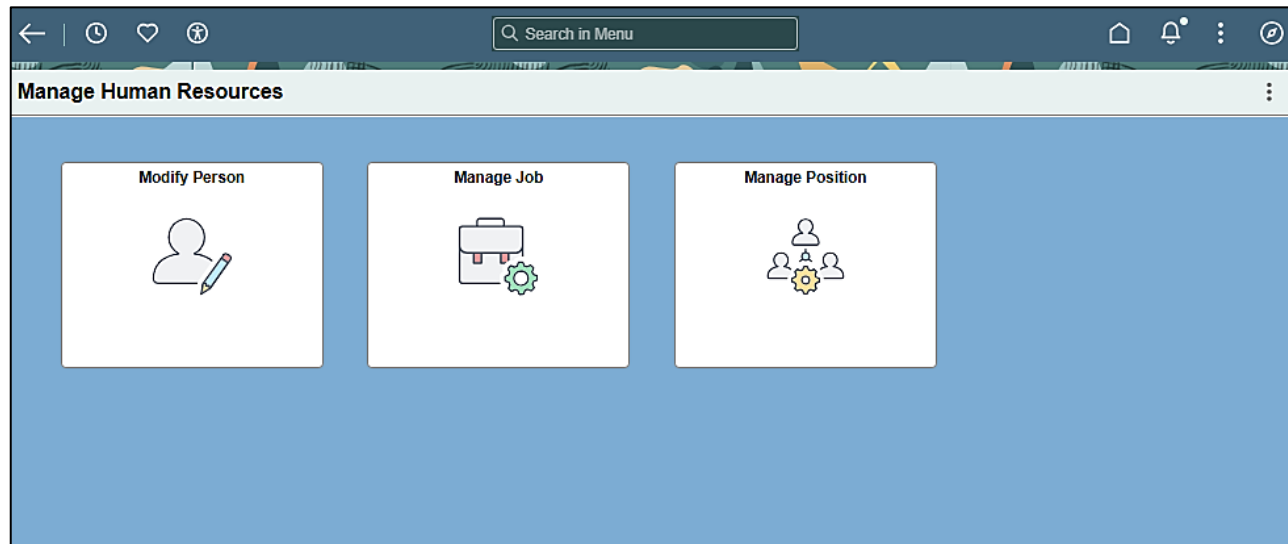
Personal Data must be obtained and entered to start the hire process as well as when modifying personal information. When navigating to the **Personal Data** page, the **Person Details** section opens by default.

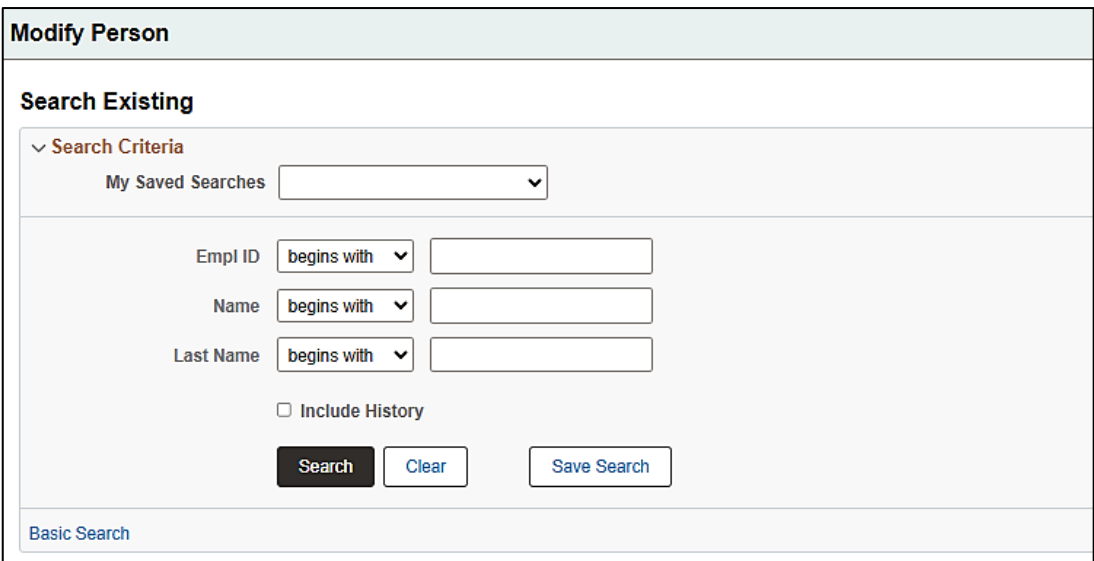
Viewing the Person Details Section

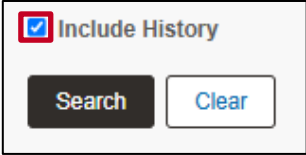
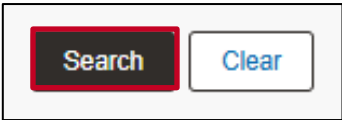
Use this section to view an employee's name, date of birth, legal gender, highest education level, marital status, and Social Security Number.

Step	Action
1.	Navigate to the Person Details page by clicking the Manage Human Resources tile on the Cardinal HCM Homepage. 

The **Manage Human Resources** page displays.

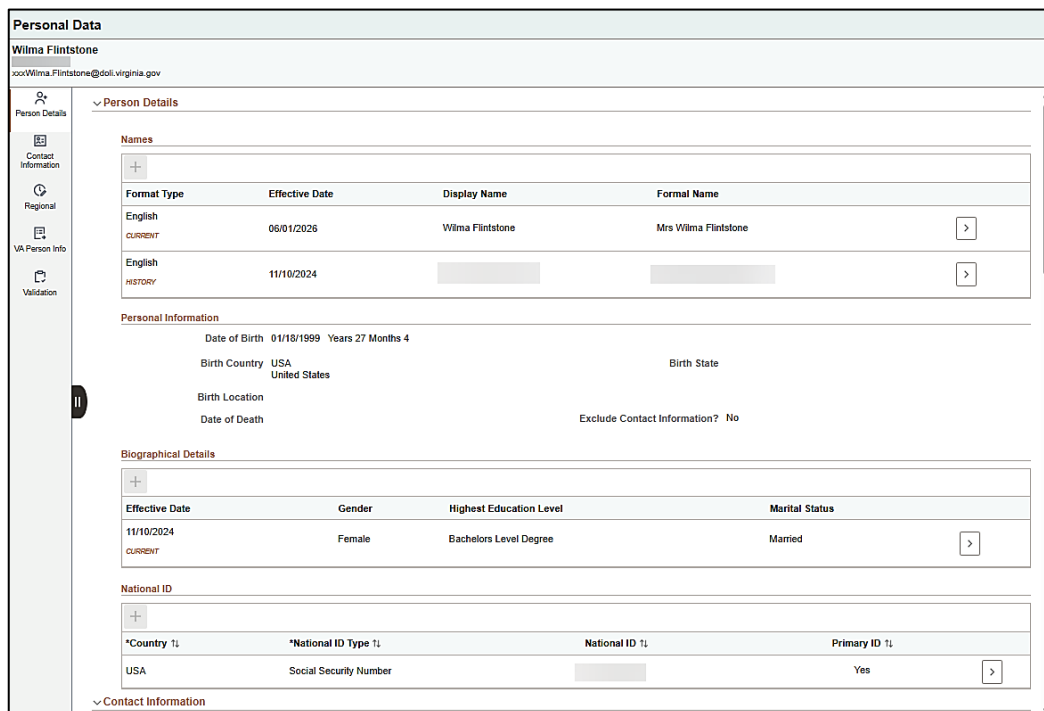


Step	Action
2.	Click the Modify Person tile. 
The Modify Person Search Existing page displays. 	
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. This Job Aid is located on the Cardinal website in Job Aids under 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 every employee will have a unique Employee ID. 

Step	Action
4.	Click the Include History checkbox option. 
5.	Click the Search button. 

The **Personal Data** page displays with the **Person Details** section for the employee displayed by default.

Note: The **Header** section displays at the top of the **Personal Data** page.




The **View Detail** buttons on the far right of the page can be clicked to display additional information for the corresponding row of data.





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Screenshot of the **Header** section:

Personal Data
Wilma Flintstone
xxxWilma.Flintstone@doli.virginia.gov

Header section fields:

Field	Description	Impacts to Other Functional Areas
Employee Name	Displays the current name for the employee.	If incorrect, benefit claims could be denied.
Person ID	Displays the employee's Employee ID.	N/A
Email Address	Displays the current preferred email address for employee.	N/A

Screenshot of the **Names** section:

Names			
Format Type	Effective Date	Display Name	Formal Name
English CURRENT	06/01/2026	Wilma Flintstone	Mrs Wilma Flintstone
English HISTORY	11/10/2024		

Names section fields:

Field	Description	Impacts to Other Functional Areas
Effective Date	Date this name for the employee became effective in Cardinal.	If incorrect, could have inaccurate reporting and benefit claims could be rejected.
Display Name	Displays the current name for the employee. It will also display historical names if applicable.	If incorrect, could have inaccurate reporting and benefit claims could be rejected.
Formal Name	Displays the formal name for the employee.	N/A



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Screenshot of the **Personal Information** section:

Personal Information			
Date of Birth	01/18/1999	Years 27 Months 5	
Birth Country	USA		Birth State
	United States		
Birth Location			
Date of Death			Exclude Contact Information? No

Personal Information section fields:

Note: The **Birth Country**, **Birth State**, and **Birth Location** fields are not used in Cardinal.

Field	Description	Impacts to Other Functional Areas
Date of Birth	Displays the employee's birth date.	If incorrect, could cause inaccurate ACA reporting, delay health insurance claim processing, and cause incorrect life insurance rate calculations (insurance and tax).
Date of Death	Displays the employee's date of death, if applicable.	If incorrect, could affect dependent benefits.
Exclude Contact Information	When "Yes" is selected, this excludes this employee's personal information from appearing on employee data extract and directories.	Excluded employees will not interface with the Active Directory or the Employee Directory.

Screenshot of the **Biographical Details** section:

Biographical Details			
+			
Effective Date	Gender	Highest Education Level	Marital Status
11/10/2024	Female	Bachelors Level Degree	Married
CURRENT			>



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Biographical Details section fields:

Note: The **Highest Education Level** and **Marital Status** fields can be updated by the employee in Employee Self Service (ESS).

Field	Description	Impacts to Other Functional Areas
Gender	Displays the employee's legal gender.	If incorrect, could result in incorrect benefit options, delayed or denied benefit claims, and delayed payroll deductions. If missing, will cause payroll calculation issues.

Screenshot of the **National ID** section:

National ID

*Country ↕	*National ID Type ↕	National ID ↕	Primary ID ↕
USA	Social Security Number		Yes

National ID section fields:

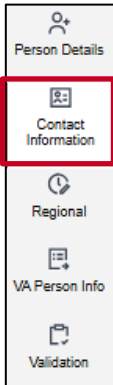
Field	Description	Impacts to Other Functional Areas
National ID	Displays the employee's Social Security Number.	If incorrect, causes inaccurate Federal/State reporting and issues for payroll.



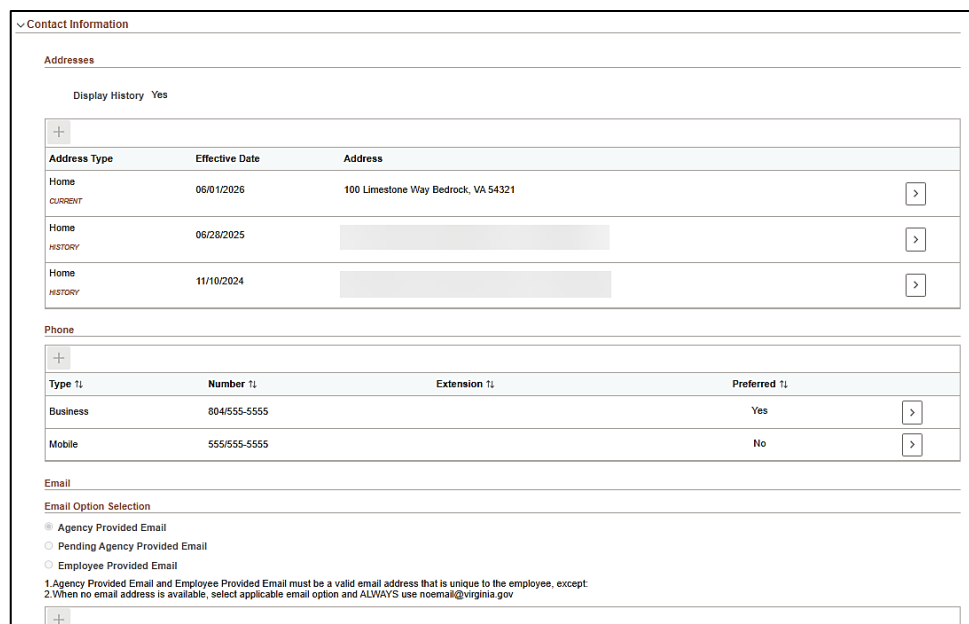
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Viewing the Contact Information Section

All employees are required to have a home address, phone number, and email address captured on the **Contact Information** section on the **Personal Data** page.

Step	Action
1.	After viewing the Person Details section (details in the previous section: Viewing the Person Details Section), click the Contact Information tab, or scroll down the page, to view the Contact Information section for the employee. 
	To access each of the Personal Data sections, users can click the corresponding tab on the left hand side of the page, or scroll down the page as needed to access a specific section.

The **Contact Information** section displays.



▼ Contact Information

Addresses

Display History Yes

Address Type	Effective Date	Address	
Home	06/01/2026	100 Limestone Way Bedrock, VA 54321	>
Home	06/28/2025		>
Home	11/10/2024		>

Phone

Type %	Number %	Extension %	Preferred %	
Business	804/555-5555		Yes	>
Mobile	555/555-5555		No	>

Email

Email Option Selection

☒ Agency Provided Email

☐ Pending Agency Provided Email

☐ Employee Provided Email

1. Agency Provided Email and Employee Provided Email must be a valid email address that is unique to the employee, except:

2. When no email address is available, select applicable email option and ALWAYS use noemail@virginia.gov



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Step	Action
	The View Detail buttons on the far right of the page can be clicked to display additional information for the corresponding row of data. 

Screenshot of the **Addresses** section:

Addresses

Display History Yes

Address Type	Effective Date	Address	
Home CURRENT	06/01/2026	100 Limestone Way Bedrock, VA 54321	
Home HISTORY	06/28/2025		
Home HISTORY	11/10/2024		

Addresses section fields:

Field	Description	Impacts to Other Functional Areas
Address Type	Displays as “Home” or “Mailing”, and “FUTURE”, “CURRENT”, or “HISTORY”.	“Home” address is required. If the mailing address and home address are the same, no “Mailing” address is needed.
Effective Date	Displays the date the address became effective.	N/A
Address	Displays the employee’s home and mailing (if applicable) address information.	This address drives benefit options for the employee, tax calculations in payroll, and determines where checks are mailed, if needed.



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Screenshot of the **Phone** section:

Phone

Type ↑↓	Number ↑↓	Extension ↑↓	Preferred ↑↓
Business	804/555-5555		Yes
Mobile	555/555-5555		No

Phone section fields:

Field	Description	Impacts to Other Functional Areas
Type	Displays as “Business”, “Home”, and “Mobile”.	The “Business” phone will interface with the Active Directory and the Employee Directory if applicable.
Number	Displays the phone number.	N/A
Preferred	Indicates the employee’s preferred phone number.	N/A

Screenshot of the **Email** and **Email Option Selection** sections:

Email

Email Option Selection

☒ Agency Provided Email
☐ Pending Agency Provided Email
☐ Employee Provided Email

1. Agency Provided Email and Employee Provided Email must be a valid email address that is unique to the employee, except:
2. When no email address is available, select applicable email option and ALWAYS use noemail@virginia.gov

Type ↑↓	Email Address ↑↓	Preferred ↑↓
Business	xxxWilma.Flintstone@doli.virginia.gov	Yes
Personal	xxxflintstone2@gmail.com	No



Email and Email Option Selection section fields:

Field	Description	Impacts to Other Functional Areas
Email Option Selection	Displays who provided the email address, there are 3 options: • Agency Provided Email • Pending Agency Provided Email • Employee Provided Email	N/A
Email Type	Displays whether the email address is a personal or business email.	The "Business" email will interface with the Active Directory and the Employee Directory if applicable.
Email Address	Displays the employee's email address.	If inaccurate, employees may not receive Direct Deposit emails from Payroll.
Preferred	Identifies the email that will be used as the primary email address.	The preferred email address is used by the employee to register for Cardinal access. It is also the email provided to benefit vendors and the Office of Health Benefits (OHB).



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Viewing the Regional Section

The information in this section is optional and will only display if values were entered by an HR Administrator, or the employee through Employee Self Service.

Step	Action
1.	After viewing the Contact Information section (details in the previous section: Viewing the Contact Information Section), click the Regional tab, or scroll down the page, to view the Regional section for the employee. Person Details Contact Information Regional VA Person Info Validation
	To access each of the Personal Data sections, users can click the corresponding tab on the left hand side of the page, or scroll down the page as needed to access a specific section.

The **Regional** section displays.

Note: Many of these fields can be updated by the employee in Employee Self Service (ESS). Smoker History is not used in Cardinal.

Regional

USA

Ethnic Group

Regulatory Region	Ethnic Group	Primary
USA	WHITE	No
United States	White	

Work Status

Effective Date ^{TL}	Date Entitled to Medicare ^{TL}	Eligible to Work in U.S. ^{TL}	Military Status ^{TL}	Discharge Date ^{TL}
11/10/2024		Yes	Not a Veteran	

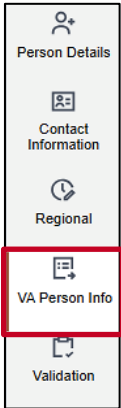
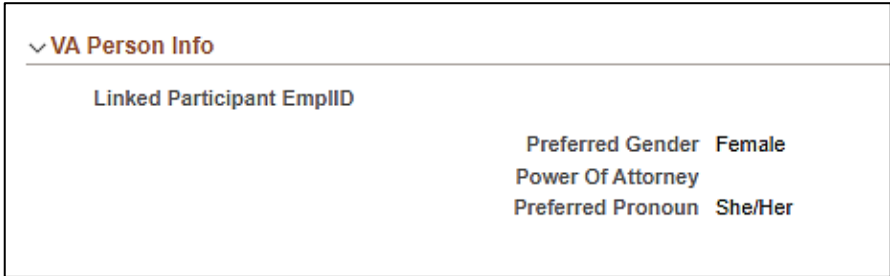
Smoker History

Smoker ^{TL}	Smoker Status Date ^{TL}
No	

HR353 Reviewing the Human Resources Read Only Pages

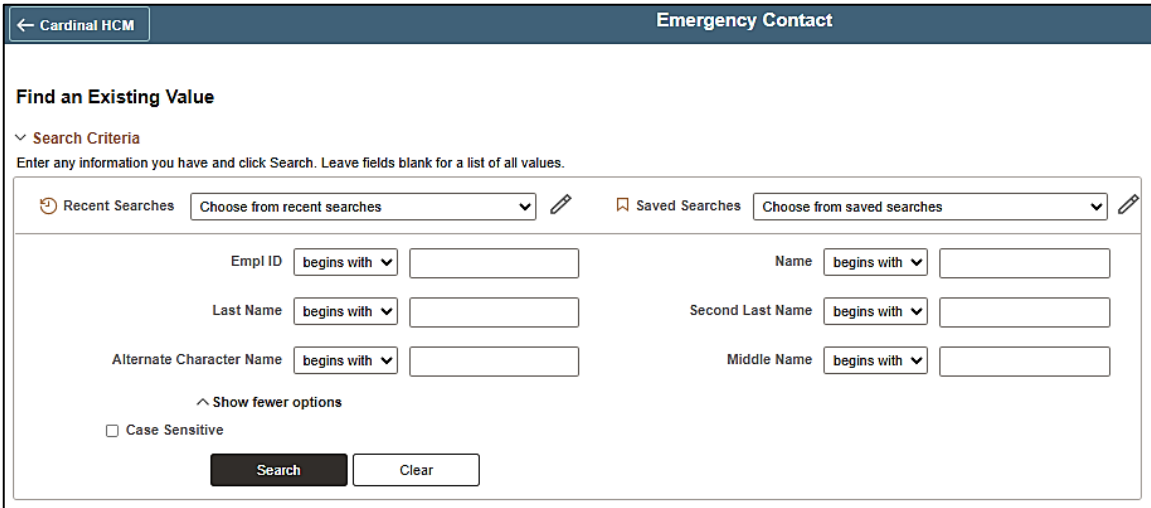
Viewing the VA Person Info Section

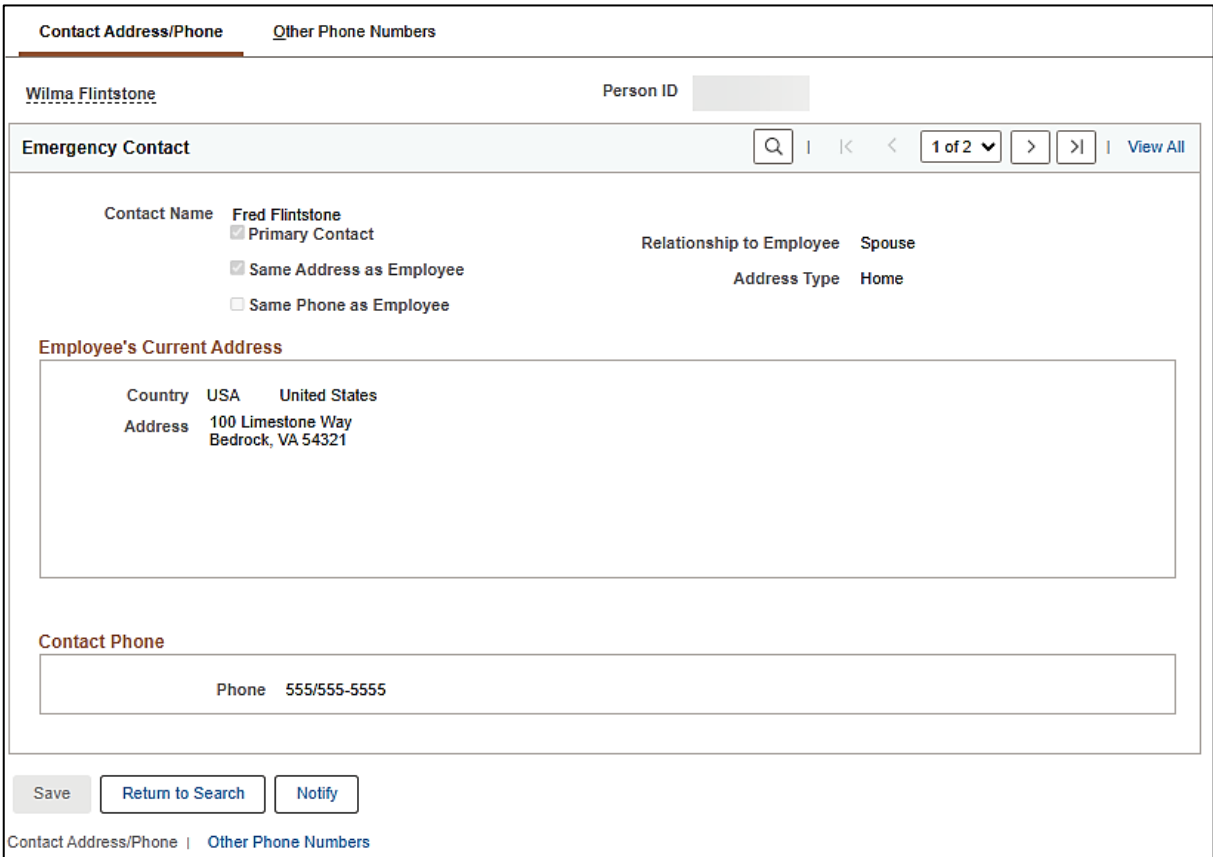
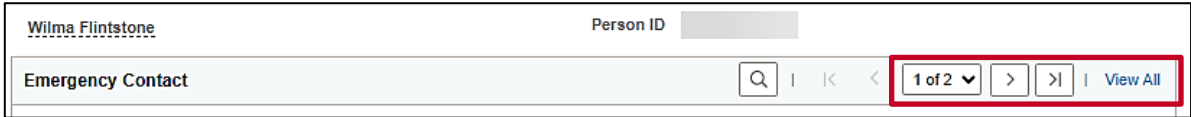
The information in this section is optional and will only display if values were entered by an HR Administrator, or the employee through Employee Self Service.

Step	Action
1.	After viewing the Regional section (details in the previous section: Viewing the Regional Section), click the VA Person Info tab, or scroll down the page, to view the VA Person Info section for the employee. 
	To access each of the Personal Data sections, users can click the corresponding tab on the left hand side of the page, or scroll down the page as needed to access a specific section.
2.	Click the Expand (>) button to expand the VA Person Info section. 
The expanded VA Person Info section displays. Note: If the employee is linked to another employee of the Commonwealth of Virginia, that employee's employee ID will display in the Linked Participant EmplID field. The other fields in this section can be updated by the employee in Employee Self Service (ESS) and will only be displayed if values have been entered by an HR Administrator, or the employee through ESS. 	

Viewing the Emergency Contact Page

The **Emergency Contact** page houses additional Personal Data for employees. The information on this page can be entered/updated by the employee in Employee Self Service (ESS) or by an HR Administrator.

Step	Action
1.	Navigate to the Emergency Contact page using the following path: NavBar > Menu > Workforce Administration > Personal Information > Personal Relationships > Emergency Contact The Emergency Contact Find an Existing Value Search 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.
2.	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 every employee will have a unique Employee ID. 
3.	Click the Search button. 

Step	Action
	The Emergency Contact page displays with the Contact Address/Phone tab displayed by default. Note: Information will only be displayed if values have been entered by an HR Administrator, or the employee through ESS. 
	If multiple emergency contacts have been entered for the employee, the Arrow buttons or View All link can be used to view additional emergency contacts. 
4.	Click the Other Phone Numbers tab. 



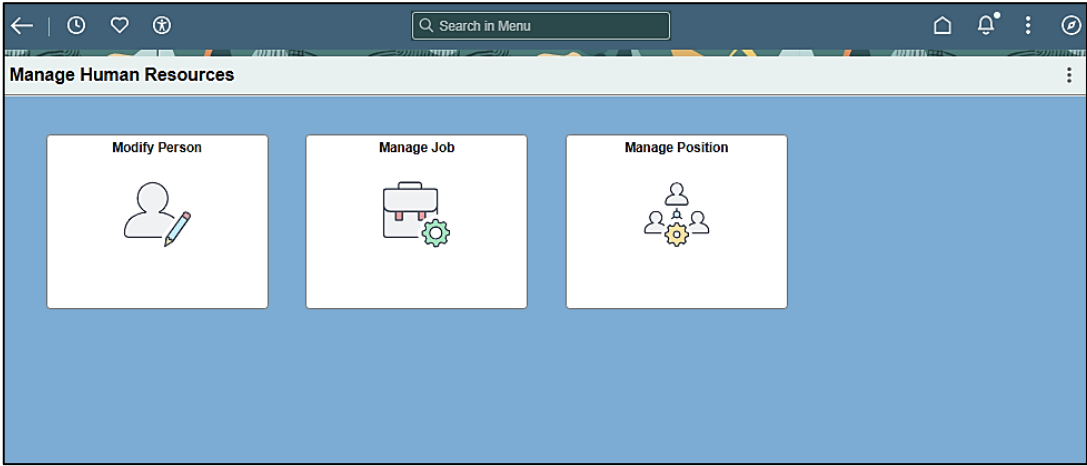
Human Resources Job Aid

HR353 Reviewing the Human Resources Read Only Pages

Step	Action
	The Other Phone Numbers page displays. Note: Information will only be displayed if values have been entered by an HR Administrator, or the employee through ESS. Contact Address/PhoneOther Phone Numbers Wilma Flintstone Person ID Emergency Contact Contact NameFred Flintstone Relationship to EmployeeSpouse ☒ Primary Contact Other Phone Numbers for Emergency Contact Phone TypeMobile Phone555/555-5555 Extension Contact NamePebbles Flintstone Relationship to EmployeeChild ☐ Primary Contact Other Phone Numbers for Emergency Contact Phone Type Extension Save Return to Search Notify Contact Address/Phone Other Phone Numbers

Viewing Job Data

The **Job Actions Summary** and **Job Details** pages house all information related to the employee's job(s). Use these pages to view an employee's Job Data.

Step	Action
1.	Navigate to the Job Actions Summary and Job Details pages 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 every employee will have a unique Employee ID. Empl ID begins with ▼
4.	Click the Include History checkbox option. ☒ Include History Search Clear
5.	Click the Search button. Search Clear



Human Resources Job Aid

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

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

Job Actions Summary

Wilma Flintstone

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	Standard Hours	FTE	Full Time
07/26/2025 0	Active Primary Job	Position Change Reports To/Supv Change		Completed				USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY	RICH Dept of Labor and Industry	DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFR107)	SM1 Semimonthly Classified	760 Richmond (City)	CLS Classified Salary	S Salaried	40.00	1.000000	Full
07/25/2025 1	Active Primary Job	Position Change Position Data Update		Completed				USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY	RICH Dept of Labor and Industry	DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFR107)	SM1 Semimonthly Classified	760 Richmond (City)	CLS Classified Salary	S Salaried	40.00	1.000000	Full
07/25/2025 0	Active Primary Job	Pay Rate Change Additional Duties		Completed				USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY	RICH Dept of Labor and Industry	DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFR107)	SM1 Semimonthly Classified	760 Richmond (City)	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	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY	RICH Dept of Labor and Industry	DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFR107)	SM1 Semimonthly Classified	760 Richmond (City)	CLS Classified Salary	S Salaried	40.00	1.000000	Full

6.

Scroll to the right of the page and click the **View Job Details** button to view additional information for the corresponding row.



The **Job Details** page displays with the **Work Location** section expanded by default.

Job Details	
Wilma Flintstone	
18100 DEPT OF LABOR AND INDUSTRY Active	
Effective Date 07/26/2025	Action Position Change
Sequence 0	Reason Reports To/Supv Change
Expand All	
1 of 5	
Work Location	
HR Status Active	Payroll Status Active
Job Indicator Primary Job	Status Completed
Position Number	Override Details No
Position Entry Date 11/10/2024	Position Managed Record Yes
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
Date Created 08/20/2025	
Last Start Date 11/10/2024	
STD Claim Number	Layoff Notice Date
Recall Eligibility Flag No	
Turn Off Auto Pay	Leave With Pay Working
☐ Yes	☐ Yes
☒ No	☒ No
> Job Information	
> Salary and Compensation	
> Payroll	



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Step	Action
	The Job Details Header section displays the employee’s name, Employee ID, employee record number, position, Agency, and whether the employee is currently “Active” or “Inactive”. Additionally, it displays the Effective Date, Sequence number, Action, and Reason for the Job Data transaction. Always review this section to ensure you are viewing Job Data for the correct employee. Note: “Action” displays the personnel action taken. “Reason” displays the reason for the personnel action. If either of these is incorrect, it may produce errors in other functional areas. Job Details Wilma Flintstone [redacted] 18100 DEPT OF LABOR AND INDUSTRY Active Effective Date 07/26/2025 Sequence 0 Action Position Change Reason Reports To/Supv Change
	The Arrow buttons can be used to view Job Details for additional rows of Job Data for the employee. << < 1 of 5 > >> 
7.	Click the Expand All button.  Expand All

The sections of the **Job Details** page expand for view.

Job Details

Wilma Flintstone

18100 | DEPT OF LABOR AND INDUSTRY | Active

Effective Date 07/26/2025

Sequence 0

Action Position Change

Reason Reports To/Supv Change

24 Collapse All

<< < 1 of 5 > >>

Work Location

HR Status Active

Job Indicator Primary Job

Payroll Status Active

Status Completed

Position Number [redacted]

Position Entry Date 11/10/2024

Regulatory Region USA United States

Business Unit 18100 Dept of Labor and Industry

Department 18100 DEPT OF LABOR AND INDUSTRY

Location RICH Dept of Labor and Industry

Date Created 08/20/2025

Override Details No

Position Managed Record Yes

Company DLJ Dept of Labor and Industry

Department Entry Date 11/10/2024

Establishment ID DOLJ Dept of Labor and Industry

STD Claim Number

Turn Off Auto Pay

Layoff Notice Date

Leave With Pay Working

Recall Eligibility Flag No

Supervisor [redacted]

SOC CD 11-3031.02

Job Code [redacted]

Supervisor Level S Supervisor

Reports To [redacted]

Regular/Temporary Regular

Employee Class Classified

Regular Shift Not Applicable

Classified Ind Classified

Supervisor Name [redacted]

Supervisor Pason [redacted]

Job Entry Date 11/10/2024

Reports To Manager [redacted]

Full/Part Full-Time

Officer Code None

Shift Rate

Shift Factor

Standard Hours

Standard Hours 40.00

Work Period Weekly



Human Resources Job Aid

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Viewing the Work Location Section

Step	Action
	Most of the information in the Work Location section is pulled from the Position Data.

Screenshot of the **Work Location** section:

Work Location

HR Status Active

Job Indicator Primary Job

Position Number

Position Entry Date 11/10/2024

Regulatory Region USA United States

Business Unit 18100 Dept of Labor and Industry

Department 18100 DEPT OF LABOR AND INDUSTRY

Location RICH Dept of Labor and Industry

Date Created 08/20/2025

Payroll Status Active

Status Completed

Override Details No

Position Managed Record Yes

Company DLI Dept of Labor and Industry

Department Entry Date 11/10/2024

Establishment ID DOLI Dept of Labor and Industry

Last Start Date 11/10/2024

STD Claim Number

Layoff Notice Date

Recall Eligibility Flag No

Turn Off Auto Pay

Leave With Pay Working

☐ Yes

☒ No

☐ Yes

☒ No

Work Location section fields:

Field	Description	Impacts to Other Functional Areas
Job Indicator	Displays if the job is the employee's primary or secondary job. It defaults to "Primary Job" if the employee only has one job.	If incorrect, may impact the employee's benefits and pay.
Position Number	Displays the position number in which the employee is entered.	If incorrect, may affect benefit options, access to timesheet, and pay.
Position Entry Date	Displays the date the employee was entered into the position.	If attempting to use a date for the employee related to this job prior to this date, an error will occur.

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Field	Description	Impacts to Other Functional Areas
Company	Displays the 3-character company code (Agency) that is associated with the position.	If incorrect, could impact access to timesheet and cause inaccurate reporting.
Business Unit	Displays the numerical code and description for the Agency associated with the position.	If incorrect, could impact access to timesheet and cause inaccurate reporting.
Department	Displays the department code and description associated with the position.	If incorrect, will cause inaccurate reporting.
Location	Displays the physical location in which the position will reside.	If incorrect, could impact benefit options availability.
STD Claim Number	Displays the Short Term Disability claim number for an employee on Short Term Disability leave.	If incorrect, may cause inaccurate reporting.
Turn Off Auto Pay	Used for payroll processing in order to pause an employee's salary and additional payment when the "Yes" Radio button is selected.	If incorrect option is selected, may cause inaccurate payroll processing.
Leave With Pay Working	This field will display "Yes" for all active employee job records currently in a status reflecting the employee is on paid leave while working, regardless of when the leave began.	If incorrect option is selected, may cause inaccurate absence processing.

Viewing the Job Information Section

Step	Action
	Most of the information in the Job Information section is pulled from the Position Data.



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Screenshot of the **Job Information** section:

Job Information

Supervisor

SOC CD 11-3031.02

Job Code

Supervisor Level S Supervisor

Reports To

Regular/Temporary Regular

Employee Class Classified

Regular Shift Not Applicable

Classified Ind Classified

Supervisor Name

Supervisor Posn

Job Entry Date 11/10/2024

Reports To Manager

Full/Part Full-Time

Officer Code None

Shift Rate

Shift Factor

Standard Hours

Standard Hours 40.00

FTE 1.000000

Encumbrance Override No

Work Period Weekly

Adds to FTE Actual Count? No

USA

FLSA Status Professional

EEO Class None of the Above

Work Day Hours

Job Information section fields:

Field	Description	Impacts to Other Functional Areas
Supervisor	Populates from incumbent position and displays the Employee ID of the employee's supervisor.	If incorrect, may cause inaccurate reporting and delay access to performance management pages.
Supervisor Name	Displays the name of the employee's supervisor.	If incorrect, may cause inaccurate reporting and delay access to performance management pages.
SOC Code	Populates from incumbent position and displays the Standard Occupational Code for the position.	If incorrect, will cause inaccurate reporting.
Supervisor Posn	Displays the position number of the employee's supervisor.	If incorrect, may cause inaccurate reporting and delay access to performance management pages.



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Field	Description	Impacts to Other Functional Areas
Job Code	Populates from incumbent position and displays the job code and description associated with the position.	If incorrect, could affect the way timesheet data is displayed.
Reports To	Populates from incumbent position and displays the position number and position description of the individual who will approve the employee's timesheets and absence requests.	If incorrect, timesheet approvals and absence request approvals could be routed to an unexpected approver.
Reports To Manager	Displays the Employee ID and name of the individual who will approve the employee's timesheets and absence requests.	If incorrect, timesheet approvals and absence request approvals could be delayed.
Employee Class	Displays the employee's classification (e.g., Wage, Classified, Adjunct).	If incorrect, timesheet setup, benefits eligibility, and payroll distributions are affected.

Standard Hours and **USA** sections screenshot:

Standard Hours	
Standard Hours 40.00	Work Period Weekly
FTE 1.000000	Adds to FTE Actual Count? No
Encumbrance Override No	
USA	
FLSA Status Professional	Work Day Hours
EEO Class None of the Above	

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Standard Hours and **USA** fields:

Field	Description	Impacts to Other Functional Areas
Standard Hours	Displays the hours per week the employee is expected to work. This should correlate with their status of Full-Time, Part-Time, or Quasi. This field only populates from the incumbent position at time of entry and MUST be updated here in Job Data instead of Position Data. All positions are 40 hours, but incumbent job standard hours may be less, and, therefore, FTE (below) will adjust accordingly.	If incorrect, could impact absence management calculations, benefits eligibility, hourly rate calculations (for overtime processing purposes), the FTE value on field below, and EPR manpower reporting.
FTE	Displays the full-time equivalent value for the employee based on the standard hours worked in Job Data standard hours for the position (e.g., if Position hours = 40 but employee is Quasi status, then Job Data standard hours = 32, and the FTE field will automatically update to .8).	If incorrect, could impact absence management calculations, EPR manpower reporting, and benefits eligibility.
FLSA Status	Displays the employee's status of either "Professional" (Exempt) or "Non-exempt" from incumbent's position.	If incorrect, could affect the time reporting codes available on the employee's timesheet and overtime calculations.

Viewing the Salary and Compensation Section

Step	Action
	The Salary and Compensation section houses details related to the employee's compensation amount.



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Salary and Compensation section screenshot:

Salary and Compensation

Salary Plan

Salary Admin Plan SW Statewide
Grade 5 Statewide Salary Grade 5
Step
Includes Wage Progression Rule No

Grade Entry Date 06/29/2009
Step Entry Date

Compensation

Compensation Rate
Frequency Semimonthly

Comparative Information

Change Amount USD
Change Percent 3.000
Frequency Semimonthly
Comparison Ratio 0.94

Pay Rates

Annual USD
Monthly USD
Daily USD
Hourly USD

Pay Components

1 row

Amount

Controls

Changes

Conversion

Show All

Rate Code ↑↓	Seq ↑↓	Compensation Rate ↑↓	Currency ↑↓	Frequency ↑↓	Percent ↑↓
STATE	0		USD	A	

Salary Plan and Compensation sections fields:

Field	Description	Impacts to Other Functional Areas
Salary Admin Plan	Displays the salary plan derived from the job code on the position.	If incorrect, affects the timesheet options and the salary if it does not fall within the minimum and maximum ranges.
Grade	Displays the grade derived from the job code on the position. It determines the minimum and maximum ranges for salary.	If incorrect, affects the timesheet options and the salary if it does not fall within the minimum and maximum ranges.
Compensation Rate	Displays the payment amount based on the pay frequency specified in the (pay) Frequency field to the right.	If incorrect, will cause incorrect payment amount, number of payments, and VRS benefit calculations.
Frequency	Displays the frequency in which the employee is paid (i.e., Hourly or Semimonthly).	If incorrect, will cause incorrect payment amount or incorrect number of payments.



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Screenshot of the **Pay Components** section:

Pay Components

1 row

Amount Controls Changes Conversion Show All

Rate Code ↑↓	Seq ↑↓	Compensation Rate ↑↓	Currency ↑↓	Frequency ↑↓	Percent ↑↓
STATE	0		USD	A	

Pay Components section fields:

Field	Description	Impacts to Other Functional Areas
Rate Code	Displays the type of pay the employee is receiving: • NAANNL – COVA Benefits Only • NAHRLY – Hourly for wage employees • NONST – Non-State Salary • SPPAY – Special Rate Compensation • STATE – State Salary	If incorrect, causes inaccurate pay or withholding calculations.
Compensation Rate	Displays the annual compensation amount for salaried employees and the hourly rate for wage employees.	If incorrect, causes inaccurate pay calculations.
Frequency	Displays either “A” (Annual) for salaried employees or “H” (Hourly) for wage employees.	If incorrect, causes inaccurate pay calculations.

Viewing the Payroll Section

Step	Action
	Information in the Payroll section identifies how the employee’s absences are managed, their pay group assignment, and other payroll attributes.



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Screenshot of the **Payroll** section:

Payroll System Payroll for North America		Absence System Absence Management	
Payroll for North America			
Pay Group SM1 Semimonthly Class (SATFRI07)		Holiday Schedule HOLSAL Sal.HolSch	
Employee Type S Salaried			
Tax Location Code 760 Richmond (City)			
GL Pay Type		FICA Status Subject	
Combination Code			
Absence Management System			
Pay Group SM1 Semi-monthly Classified		Eligibility Group HYBRELGRP Hybrid Eligibility Group	
Exchange Rate Type		Use Rate As Of	
Setting			
Use Pay Group Eligibility No		Use Pay Group Rate Type Yes	
Use Pay Group As Of Date Yes			

Payroll and **Payroll for North America** sections fields:

Field	Description	Impacts to Other Functional Areas
Absence System	Identifies whether Cardinal is used to manage the employee's time and attendance activity. Options are: - Absence Management (managed within Cardinal) - Other (hourly employee or managed by non-Cardinal system)	If incorrect, the wrong pay group options are available, and absences are managed incorrectly.
Pay Group	Identifies the pay group assignment (e.g., SM1 Semimonthly Class, BW3 Biweekly Wage).	If incorrect, causes inaccurate benefit withholdings, time reporting options and pay.
Tax Location Code	Displays the code for the work location for the employee. Any changes to this value must be communicated to Payroll.	If incorrect, affects the tax distribution setup and causes inaccurate reporting.
Holiday Schedule	Displays the calendar associated with paid holidays for the employee.	If incorrect, may cause the wrong holidays to display on the timesheet and inaccurate payroll processing.



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Field	Description	Impacts to Other Functional Areas
FICA Status	Displays the employee's status for Federal Insurance Contributions which are deducted from each paycheck. The value defaults to "Subject".	If incorrect, may cause inaccurate paycheck deductions and inaccurate reporting.

Absence Management System section screenshot:

Note: The **Absence Management System** section will not display if the Absence System is "Other".

Absence Management System		
Pay Group	SM1 Semi-monthly Classified	Eligibility Group VSDPELGGRP VSDP Eligibility Group
Exchange Rate Type		Use Rate As Of
Setting		
Use Pay Group Eligibility	No	Use Pay Group Rate Type Yes
Use Pay Group As Of Date	Yes	

Absence Management System section fields:

Field	Description	Impacts to Other Functional Areas
Pay Group	The value for the pay group here should match the pay group above in the Payroll for North America section.	If incorrect, employee information would be processed incorrectly in Absence management.
Eligibility Group	Displays the eligibility group assigned to the employee that controls their available Absence types.	If incorrect, may cause the wrong absence types to display and process in Absence management.



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Viewing the Employment Data Section

Step	Action
	The Employment Data section houses many important service dates, employee's probation expiration date, and the employee's telework eligibility. These fields are found in the Organization Instance and Organizational Assignments sections within the Employment Data section.

Screenshot of the **Organizational Instance** and **Organizational Assignment** sections:

Employment Data

Organizational Instance

Instance Record 0

Original Start Date 11/10/2024

Override No

First Start Date 11/10/2024

Last Start Date 11/10/2024

Termination Date

Org Instance Service Date 11/10/2024 1 Years 7 Months 8 Days

Override No

Organizational Assignment Data

Instance Record

Last Assignment Start 11/10/2024

First Assignment Start 11/10/2024

Assignment End Date

Company Seniority Date 11/10/2024 1 Years 7 Months 8 Days

Override No

Benefits Service Date 11/10/2024 1 Years 7 Months 8 Days

Override No

Probation Date

VSDP Sick/PER Leave Effct Date 11/10/2024

Continuous State Service Date 11/10/2024

Previous State Service Months 0

Annual Leave Eligibility Date 11/10/2024

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

Alternate Work Schedule No

VSDP Enroll Date 11/10/2024

Agency Use Field 1

Agency Use Field 2

Agency Use Field 3

Organizational Instance and **Organizational Assignment Data** sections fields:

Field	Description	Impacts to Other Functional Areas
Probation Date	Displays the date the employee's probation expires if applicable.	N/A
VSDP Sick/PER Leave Effct Date	This field is updated systematically using data in the Veteran's Service Credit Months and the Annual Leave Eligibility Date fields.	If incorrect, this will affect the employee's VSDP leave allotments.



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Field	Description	Impacts to Other Functional Areas
Continuous State Service Date	Displays the salaried employee's state hire or rehire date.	If incorrect, could impact Statewide Legislative Pay Increase eligibility, service award eligibility, and could impact benefits eligibility in the event of a layoff,
Previous State Service Months	Displays the months of prior service when an employee has had a break in service.	If missing or incorrect, employee's state service calculations, annual leave accruals, and reporting would be inaccurate.
Annual Leave Eligibility Date	Populated for all VPA covered employees and salaried employees for agencies that use Cardinal Absence Management.	If missing or incorrect, will impact the employee's leave accrual.
Veteran's Service Credit Months	Displays the months of military service the employee is getting credit for.	If missing or incorrect, annual leave accruals and reporting would be inaccurate.
Total Service Credit Months	Displays the sum of Previous State Service Months and Veteran's Service Credit Months.	In missing or incorrect, the Annual Leave Eligibility Date, employee's leave balance, and reporting would be inaccurate.
Employee Eligible for Telework?	Displays whether or not the employee is eligible for a telework agreement.	N/A
Alternate Leave Plan	Displays the leave eligibility group for employees whose Agencies do not use Cardinal Absence Management.	If missing or incorrect, the total rewards for non-Absence Management employees may be inaccurate.
VSDP Enroll Date	Displays the date provided to the VSDP program vendor to determine the original program enrollment date.	If missing or incorrect, may affect the employee's eligibility for Short Term Disability.



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Viewing the Benefit Program Section

Step	Action
	The Benefit Program section houses the fields that determine which Agency is billed for an employee's benefits, whether the employee is responsible for completing and submitting their timesheet in Cardinal, the number of contract months, and the number of payments per year.

Screenshot of the **Benefit Program** section:

Benefit Program

Benefit Record Number 0

Benefits System Benefits Administration

Benefits Employee Status Active

Annual Benefits Base Rate USD

Benefits Administration Eligibility

BAS Group ID OEC OE State

Eligible Field 1 HBY0400

Eligible Field 2 181001000

Eligible Field 3 Y

Eligible Field 4

Eligible Field 5

Eligible Field 6 30181

Eligible Field 7

Eligible Field 8 12-24

Eligible Field 9 SF-GB

Benefit Program Participation Details

Effective Date 11/10/2024

Benefit Program 1 SAL

Description 1 Salaried Employee Benefit Pgm

Currency Code 1 USD

Benefits Administration Eligibility section fields:

Field	Description	Impacts to Other Functional Areas
Eligible Field 1	Displays the VRS Eligibility Code which is populated by the VRS interface.	If incorrect, may cause benefit deduction and Additional Pay (VRS Code) issues.
Eligible Field 2	Displays the Healthcare Group ID which identifies which Agency to bill for health insurance premiums.	If incorrect, may cause benefit enrollment issues and a delay in vendor coverage.
Eligible Field 3	Displays who will enter time for the employee. "Y" – employee will enter or "N" or blank – employee will not enter.	If incorrect, may affect access to the timesheet.
Eligible Field 6	Displays the VRS employer code.	If incorrect, may cause VRS billing reconciliation report issues.



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Field	Description	Impacts to Other Functional Areas
Eligible Field 8	Displays the contract length and number of pays used for enrollment of the cash match.	If incorrect, may cause benefit enrollment and deduction issues.
Eligible Field 9	Displays the code that identifies the nature of the employee and how the health premiums are paid.	If incorrect, may cause benefit enrollment and vendor payment issues.

Benefit Program Participation Details section fields:

Field	Description	Impacts to Other Functional Areas
Effective Date	Displays the date the employee is eligible for benefit program selection.	If incorrect, may cause benefit enrollment issues.
Benefit Program	Displays the type of benefit program (i.e., Salary, Wage or Retirement).	If incorrect, inaccurate benefits and deductions applied.



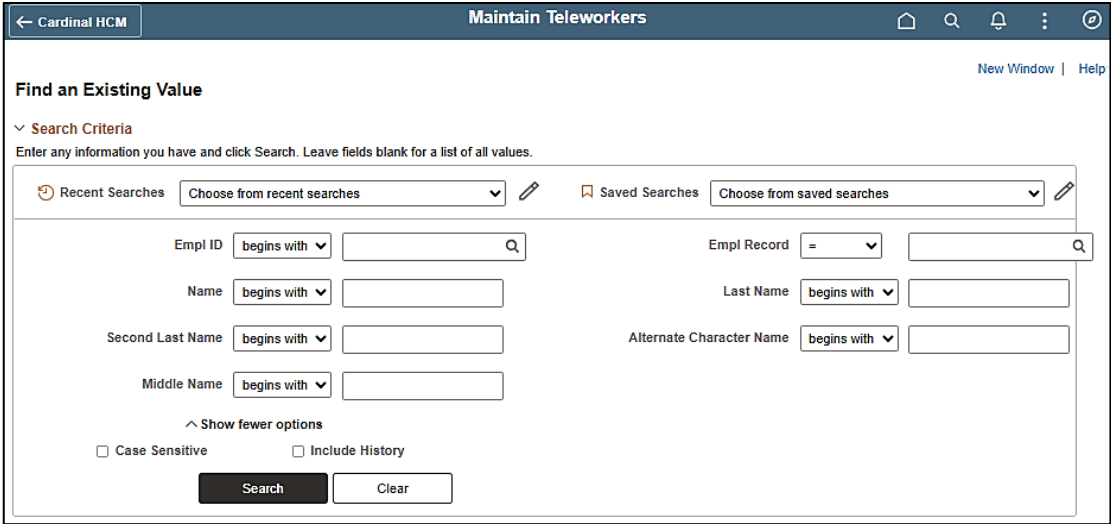
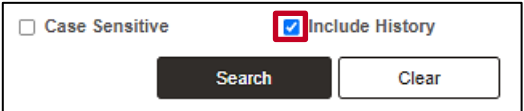
Human Resources Job Aid

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Viewing the Maintain Teleworkers Page

If an employee is eligible for a telework agreement, it is entered and maintained on the **Telework Status** page.

Use this page to review an employee's teleworker eligibility and agreement if one exists.

Step	Action
1.	Navigate to the Maintain Teleworkers page using the following path: NavBar > Menu > Workforce Administration > Job Information > Maintain Teleworkers The Maintain Teleworkers Find an Existing Value Search 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.
2.	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 every employee will have a unique Employee ID. 
3.	Click the Include History checkbox option. 

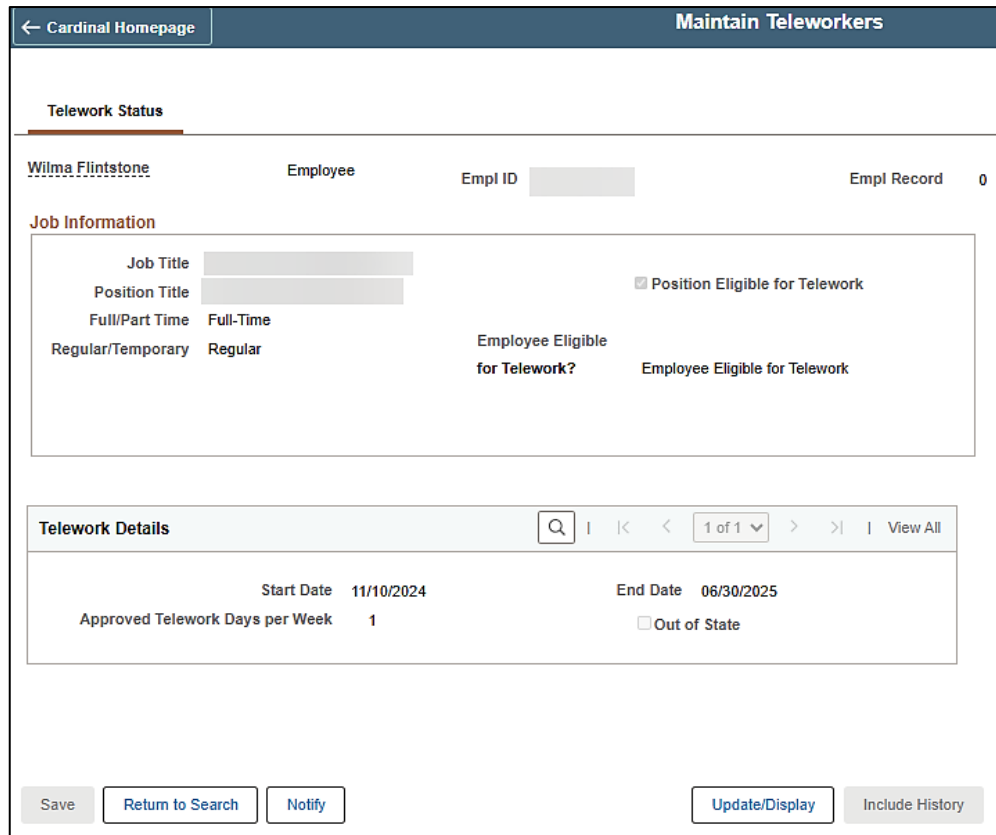


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Step	Action
4.	Click the Search button. 

The **Maintain Teleworkers** page displays with the **Telework Status** tab displayed by default.



The screenshot shows the 'Maintain Teleworkers' page. At the top, there is a navigation bar with a back arrow and 'Cardinal Homepage' on the left, and 'Maintain Teleworkers' on the right. Below this is a tab labeled 'Telework Status'. The main content area displays information for 'Wilma Flintstone', an 'Employee'. It shows 'Empl ID' with a redacted box and 'Empl Record' as '0'. Under the 'Job Information' section, there are fields for 'Job Title' (redacted), 'Position Title' (redacted), 'Full/Part Time' (Full-Time), and 'Regular/Temporary' (Regular). There are checkboxes for 'Position Eligible for Telework' (checked) and 'Employee Eligible for Telework?' (unchecked). Below this is a 'Telework Details' section with a search icon, navigation arrows, and a '1 of 1' dropdown. It shows 'Start Date' as 11/10/2024, 'End Date' as 06/30/2025, 'Approved Telework Days per Week' as 1, and an 'Out of State' checkbox (unchecked). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', and 'Include History'.

Job Information section fields:

Field	Description	Impacts to Other Functional Areas
Position Eligible for Telework	If checked, indicates that the employee's position is eligible for telework.	N/A



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Field	Description	Impacts to Other Functional Areas
Employee Eligible for Telework?	Displays whether the employee is eligible for a telework agreement or not.	N/A

Telework Details section fields:

Field	Description	Impacts to Other Functional Areas
Start and End Dates	Displays the start and end date of the telework agreement.	N/A
Approved Telework Days per Week	Displays the number of days per week telework is authorized for the employee.	N/A