Cardinal Reports Catalog

HCM Human Resources

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 9/1/2026

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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
8/25/2026	Removed 3 reports - PER706A and PER706B which were duplicates of queries, and removed CMP001.
5/28/2026	Updated search criteria and screenshots for the Rewards and Recognition Query.
5/15/2026	Updated search criteria and screenshots for the Compensation Levels by Job Code and SOC Report.
5/11/2026	Added Bonus Extract for Reward Query, added Bonus Extract for SPOT Query, and updated screenshots for Legislative Salary Increase Query.
2/13/2026	Added Temporary SSN Query.
12/19/2025	Updated the Employee Data Change Audit Report to add Employee Type and Tax Location Code data. Description and screenshots updated, and CSV format enhanced. Updated the COVA Personnel Action History Report to add Business Unit, Company, Employment Record, Effective Sequence, Empl Status, and Position Number data. Screenshots updated and CSV format enhanced.
8/6/2025	Updated the description and screenshot for the Personal Data Mass Upload Query.
5/30/2025	Updated the Employee Data Change Audit Report and updated the associated screenshots.
4/29/2025	New Compensation Analysis Query added.
2/4/2025	Baseline.

Training Materials and Resources

The **Cardinal HCM Human Resources Reports Catalog** covers the Human Resources (HR) functional area. Each functional area contains queries and reports specific to that area.

Note: Since reports and queries may be used by more than one functional area, if the user does not find the report or query in this functional area, use the **Find** feature (ctrl F) to search the other Cardinal HCM Reports Catalogs, as the report or query may be located in a different functional area.

After reviewing this Reports Catalog, if any additional information or guidance is needed, please refer to the following:

NAV225 Cardinal Reporting HCM: This Web-Based Training (WBT) course provides training and tutorial videos that cover the fundamentals of how to run or access HCM reports and queries. Additionally, it covers how to perform inquiries. This course is available in COVLC and provides:

- Key concepts in Cardinal reporting
- Information and an interactive demonstration on how to run HCM reports using different Reporting Options
- Information and an interactive demonstration on how to use the Reports Manager
- Information on how to add HCM reports to your Favorites folder
- Information and an interactive demonstration on how to navigate to the Query Viewer, search for and run an HCM query, and download the query results
- Information on how to add HCM queries to your Favorites folder

NAV225 Generating an HCM Report: This Job Aid provides detailed instructions and screenshots pertaining to running an HCM report.

NAV225 Running an HCM Query: This Job Aid provides detailed instructions and screenshots pertaining to running an HCM query.

Note: These Job Aids are located on the Cardinal website in **Job Aids** under **Learning**.

Human Resources Queries

Mass Upload Queries:

V_ADDLPAY_MASS
V_HR_LEG_BONUS_REW_MASS_UPD
V_HR_LEG_BONUS_SPOT_MASS_UPD (for Payroll Mass Upload)
V_HR_POS_FUNDING_MASS_LOAD
V_TA_LEAVE_BAL_ADJ
V_HR_TELEWORK_MASS_UPLOAD
V_HR_PERFORMANCE_RATING
V_HR_REWARD_RECOGN_MASS_DATA
V_TA_ELIGIBILITY_ADJ
V_HR_PERSONAL_MASS_DATA_CHANGE
V_HR_JOB_MASS_DATA_CHANGE
V_HR_POSITION_MASS_DATA_CHANGE
V_GENL_DEDUCTION_MASS

REVISED: 9/1/2026

DESCRIPTION:
The Mass Upload queries are covered in the **Performing a Mass Upload** Job Aid. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**. Please refer to this Job Aid for assistance when processing mass uploads.

Mass Upload Description	Upload Prepared by	Review by DHRM	Upload loaded by
Additional Pay	Agency	N/A	Agency
Dept-Posn Funding Mass Upload	Agency	N/A	Agency
Leave Balance Mass Upload	Agency	N/A	Agency
Managing Teleworker Employee Data Mass Upload	Agency	N/A	Agency
Performance Rating Mass Upload	Agency	N/A	Agency
Reward & Recognition Mass Upload	Agency	N/A	Agency
TL Eligibility Mass Upload	Agency	N/A	Agency
Personal Data Mass Upload	Agency	N/A	Agency
Job Data Mass Upload	Agency	DHRM	PPS
New Hire Mass Upload	Agency	DHRM	PPS
Position Mass Upload	Agency	DHRM	PPS
General Deduction Mass Upload	Agency	N/A	SPO

Active Written Agreement Query
V_HR_ACTIVE_WRITTEN_AGREEMENTS

REVISED: 9/1/2026

DESCRIPTION:
This query identifies employees with a written agreement for leave awards, bonuses, and other types recorded on the **Rewards and Recognition** page.

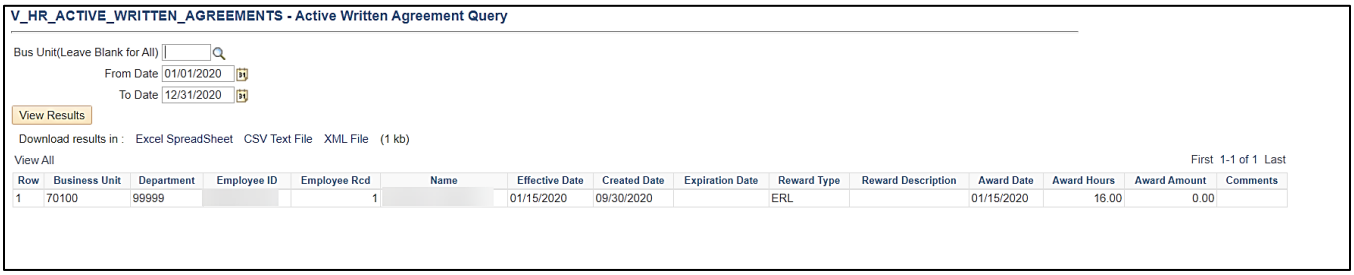
NAVIGATION PATHS:
- Query Viewer > V_HR_ACTIVE_WRITTEN_AGREEMENTS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_ACTIVE_WRITTEN_AGREEMENTS

INPUT / SEARCH CRITERIA:
Bus Unit (Leave Blank for All)
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Active Written Agreement Query



Row	Business Unit	Department	Employee ID	Employee Rcd	Name	Effective Date	Created Date	Expiration Date	Reward Type	Reward Description	Award Date	Award Hours	Award Amount	Comments
1	70100	99999		1		01/15/2020	09/30/2020		ERL		01/15/2020	16.00	0.00	

Additional Pay/Comp Rate Query
V_HR_ADDLPAY_COMPRT

REVISED: 9/1/2026

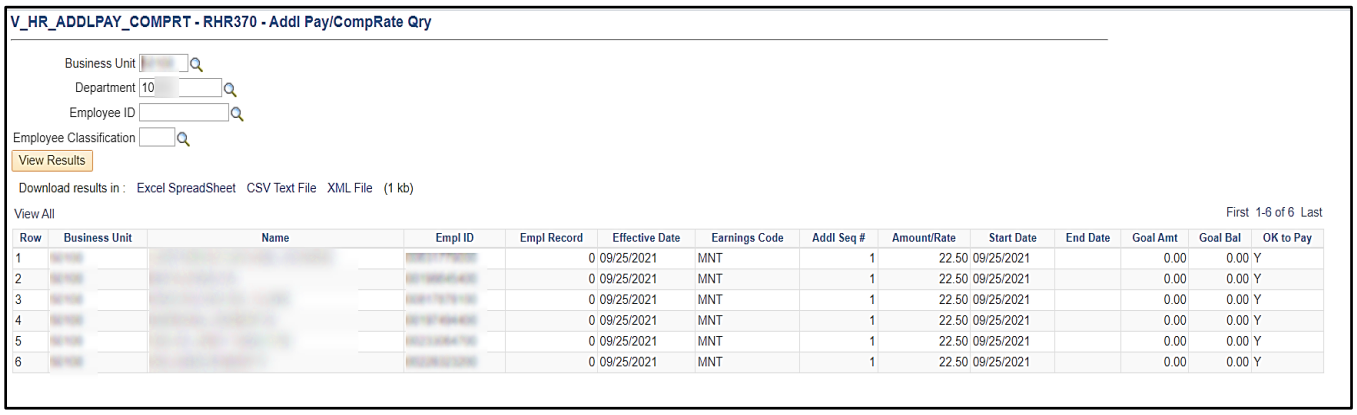
DESCRIPTION:
This query provides details of all active Additional Pays for employees and can be used to validate that temporary payments have been entered correctly. The “VRS” and “PRW” Earning Codes are excluded from this query.

NAVIGATION PATHS:
- Query Viewer > V_HR_ADDLPAY_COMPRT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_ADDLPAY_COMPRT

INPUT / SEARCH CRITERIA:
Bus Unit
Department ID
Employee ID
Employee Classification

OUTPUT FORMAT:
HTML
Excel

Screenshot of the Additional Pay/Comp Rate Query



V_HR_ADDLPAY_COMPRT - RHR370 - Addl Pay/CompRate Qry

Business Unit
Department 10
Employee ID
Employee Classification
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All First 1-6 of 6 Last

Row	Business Unit	Name	Empl ID	Empl Record	Effective Date	Earnings Code	Addl Seq #	Amount/Rate	Start Date	End Date	Goal Amt	Goal Bal	OK to Pay
1				0	09/25/2021	MNT	1	22.50	09/25/2021		0.00	0.00	Y
2				0	09/25/2021	MNT	1	22.50	09/25/2021		0.00	0.00	Y
3				0	09/25/2021	MNT	1	22.50	09/25/2021		0.00	0.00	Y
4				0	09/25/2021	MNT	1	22.50	09/25/2021		0.00	0.00	Y
5				0	09/25/2021	MNT	1	22.50	09/25/2021		0.00	0.00	Y
6				0	09/25/2021	MNT	1	22.50	09/25/2021		0.00	0.00	Y

Additional Pay Mass Upload Query
V_Addlpay_Mass

REVISED: 9/1/2026

DESCRIPTION:
This query provides details of all active Additional Pays for employees and can be used to validate that temporary payments have been entered correctly. The “VRS” and “PRW” Earning Codes are excluded from this query Agencies should use this extract to provide the information needed to populate the data changes to the **PY361 Additional Pay Mass Upload Template**.

NAVIGATION PATHS:
- Query Viewer > V_ADDLPAY_MASS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_ADDLPAY_MASS

INPUT / SEARCH CRITERIA:
Bus Unit
Department ID
Earn Code
As of Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Earn Code** and **As of Date** fields are required fields.

Screenshot of the Additional Pay Mass Upload Query

Row	Employee ID	Empl Record	Earning Code	Effective Date	Amount	Goal	Earnings End Date	Separate Check Indicator	Ok To Pay	Addl Seq #	Ded Taken	Subset ID	Genl Ded Taken	Genl Ded Subset
1	[redacted]0	0	SP1	01/10/2022	161.85	0.00		0	Y	1	R		R	
2	[redacted]0	2	SP1	03/25/2022	300.00	0.00		0	Y	1	R		R	

Cardinal HRPY Reconciliation Query
V_HR_REW_PAY_RECON

REVISED: 9/1/2026

DESCRIPTION:
This query is used to reconcile monetary rewards and recognitions (bonuses) awarded to the employee versus what is paid through the Single Use Payroll Online Transactions (SPOT) and Additional Pay tools in Payroll. The report compares the sum of the rewards and recognition paid in Payroll (paid check) to the recorded sum on the **Rewards and Recognition** page in a given date range. The date range must encompass the Reward Award Date and the Pay Period End Date for which the payment was paid. If the sums match, results do not display. If the sums do not match, results display all transactional history for that employee.

End users are Agency HR, Agency PY, and Department of Human Resource Management (DHRM).

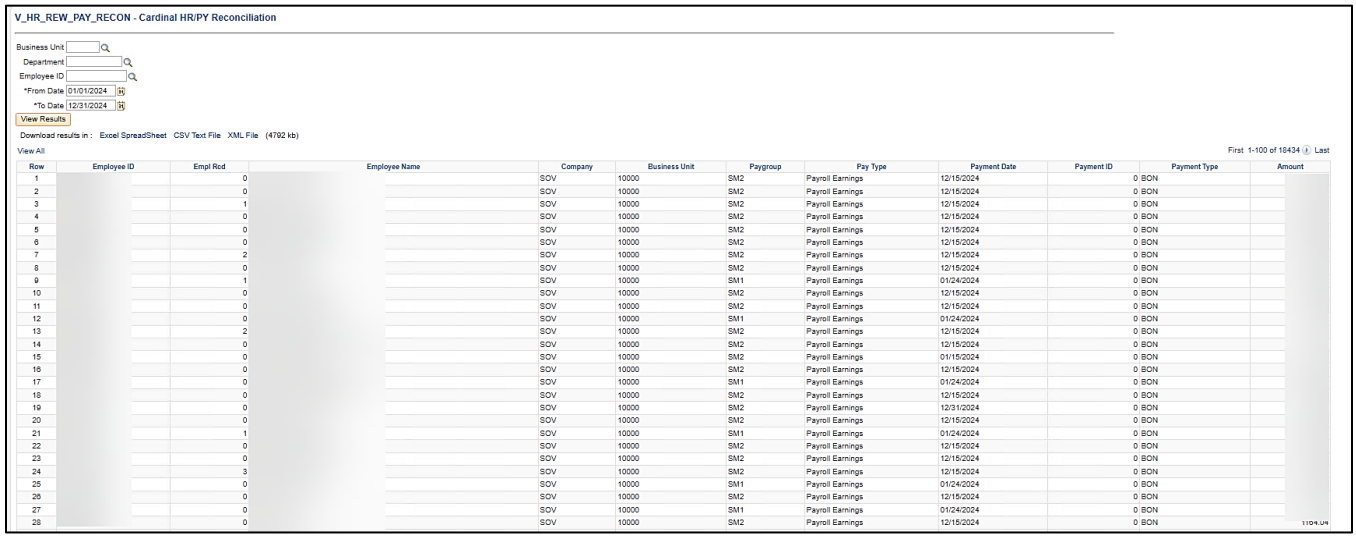
NAVIGATION PATHS:
- Query Viewer > V_HR_REW_PAY_RECON
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_REW_PAY_RECON

INPUT / SEARCH CRITERIA:
Business Unit
Department
Employee ID
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Cardinal HR/PY Reconciliation Query



Row	Employee ID	Empl Rcd	Employee Name	Company	Business Unit	Paygroup	Pay Type	Payment Date	Payment ID	Payment Type	Amount
1		0		SOV	10000	SM2	Payroll Earnings	12/15/2024	0	BON	
2		0		SOV	10000	SM2	Payroll Earnings	12/15/2024	0	BON	
3		1		SOV	10000	SM2	Payroll Earnings	12/15/2024	0	BON	
4		0		SOV	10000	SM2	Payroll Earnings	12/15/2024	0	BON	
5		0		SOV	10000	SM2	Payroll Earnings	12/15/2024	0	BON	
6		0		SOV	10000	SM2	Payroll Earnings	12/15/2024	0	BON	
7		2		SOV	10000	SM2	Payroll Earnings	12/15/2024	0	BON	
8		0		SOV	10000	SM2	Payroll Earnings	12/15/2024	0	BON	
9		1		SOV	10000	SM1	Payroll Earnings	01/24/2024	0	BON	
10		0		SOV	10000	SM2	Payroll Earnings	12/15/2024	0	BON	
11		0		SOV	10000	SM2	Payroll Earnings	12/15/2024	0	BON	
12		0		SOV	10000	SM1	Payroll Earnings	01/24/2024	0	BON	
13		2		SOV	10000	SM2	Payroll Earnings	12/15/2024	0	BON	
14		0		SOV	10000	SM2	Payroll Earnings	12/15/2024	0	BON	
15		0		SOV	10000	SM2	Payroll Earnings	01/15/2024	0	BON	
16		0		SOV	10000	SM2	Payroll Earnings	12/15/2024	0	BON	
17		0		SOV	10000	SM1	Payroll Earnings	01/24/2024	0	BON	
18		0		SOV	10000	SM2	Payroll Earnings	12/15/2024	0	BON	
19		0		SOV	10000	SM2	Payroll Earnings	12/31/2024	0	BON	
20		0		SOV	10000	SM2	Payroll Earnings	12/15/2024	0	BON	
21		1		SOV	10000	SM1	Payroll Earnings	01/24/2024	0	BON	
22		0		SOV	10000	SM2	Payroll Earnings	12/15/2024	0	BON	
23		0		SOV	10000	SM2	Payroll Earnings	12/15/2024	0	BON	
24		3		SOV	10000	SM2	Payroll Earnings	12/15/2024	0	BON	
25		0		SOV	10000	SM1	Payroll Earnings	01/24/2024	0	BON	
26		0		SOV	10000	SM2	Payroll Earnings	12/15/2024	0	BON	
27		0		SOV	10000	SM1	Payroll Earnings	01/24/2024	0	BON	
28		0		SOV	10000	SM2	Payroll Earnings	12/15/2024	0	BON	

Cardinal Compensation Analysis Query
V_HR_COMP_CHANGE_ANALYSIS

REVISED: 9/1/2026

DESCRIPTION:
This query can be utilized when retroactive compensation rates are changed on job data. The query will provide the state, non-state, and special pay compensation rates before the effective date of the retroactive change(s). This query will also provide the amount of the change and all changes within the date range selected. This query may be used by both Payroll and HR offices to identify any retroactive compensation rate changes that may require SPOT transactions to make employees' pay whole.

NAVIGATION PATHS:
- Query Viewer > V_HR_COMP_CHANGE_ANALYSIS
- NavBar > Main Menu > Reporting Tools > Query > Query Viewer > V_HR_COMP_CHANGE_ANALYSIS

INPUT / SEARCH CRITERIA:
Bus Unit (Leave Blank for All) (optional)
Department (Leave Blank for All) (optional)
Employee Type (Leave Blank for All) (optional)
From Date (required)
To Date (required)

OUTPUT FORMAT:
HTML
Excel

Screenshot of the Compensation Changes Analysis Query

V_HR_COMP_CHANGE_ANALYSIS - Compensation Changes Analysis

Business Unit (Blank for All) 99900
Department (Blank for All)
Employee Type (Blank for All)
*From Date 01/01/2025
*To Date 04/01/2025

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (98 kb)

View All

First 1-100 of 108 Last

Row	Business Unit	Employee ID	Employment Record	Effective Date	Effective Sequence	Action	Action Reason	Name	Position Number	Working Title	Department	Employee Type	HR Status	State/Hourly Comp	State/Hourly Change Amount	State/Hourly Percent	Non-State Comp	Non-State Change Amount	Non-State Change Percent	Special Pay Comp	Special Pay Change Amount	Special Pay Change Percent	Total Pay	Prev State/Hourly Comp	Prev Non-State Comp	Prev Special Pay Comp	Prev Total Pay Comp	Last Hire Date	Termination Date	Last Updated By	Last Updated Date
1	99900		0	01/24/2025	0	XFR	REA					H	A	18.59	-2.91	-13.500	0.00	0.00	0.000	0.00	0.00	0.000	18.59	21.50	0.00	0.00	21.50			Control-M Batch User HR team	01/24/2025 7:01:04PM
2	99900		0	01/16/2025	0	REH	REH					H	A	15.76	0.76	5.067	0.00	0.00	0.000	0.00	0.00	0.000	15.76	15.00	0.00	0.00	15.00			Control-M Batch User HR team	01/21/2025 6:50:35PM
3	99900		0	01/24/2025	0	XFR	REA					H	A	18.59	-2.91	-13.500	0.00	0.00	0.000	0.00	0.00	0.000	18.59	21.50	0.00	0.00	21.50			Control-M Batch User HR team	01/31/2025 6:46:40PM
4	99900		0	02/21/2025	0	REH	REH					H	A	15.76	2.13	15.620	0.00	0.00	0.000	0.00	0.00	0.000	15.76	13.63	0.00	0.00	13.63			Control-M Batch User HR team	02/25/2025 6:48:17PM
5	99900		0	01/10/2025	0	XFR	PRO					S	A	56306.00	6733.00	13.580	0.00	0.00	0.000	0.00	0.00	0.000	56306.00	49573.00	0.00	0.00	49573.00			Control-M Batch User HR team	01/10/2025 10:08:08PM
6	99900		0	01/10/2025	0	XFR	REA					H	A	17.11	1.35	8.566	0.00	0.00	0.000	0.00	0.00	0.000	17.11	15.76	0.00	0.00	15.76			Control-M Batch User HR team	01/21/2025 6:50:37PM
7	99900		0	01/10/2025	0	XFR	PRO					S	A	96000.00	37389.00	63.790	0.00	0.00	0.000	0.00	0.00	0.000	96000.00	58611.00	0.00	0.00	58611.00			Control-M Batch User HR team	01/10/2025 10:08:09PM
8	99900		0	01/24/2025	0	XFR	REA					H	A	17.11	1.35	8.566	0.00	0.00	0.000	0.00	0.00	0.000	17.11	15.76	0.00	0.00	15.76			Control-M Batch User HR team	01/24/2025 7:01:05PM
9	99900		0	02/10/2025	0	XFR	PRO					S	A	96000.00	35930.00	59.810	0.00	0.00	0.000	0.00	0.00	0.000	96000.00	60070.00	0.00	0.00	60070.00			Control-M Batch User HR team	02/10/2025 6:40:48PM
10	99900		0	01/10/2025	0	XFR	PRO					S	A	114600.00	21970.00	23.710	0.00	0.00	0.000	0.00	0.00	0.000	114600.00	92630.00	0.00	0.00	92630.00			Control-M Batch User HR team	01/10/2025 10:08:11PM
11	99900		0	01/08/2025	0	REH	REH					H	A	15.76	-0.79	-4.770	0.00	0.00	0.000	0.00	0.00	0.000	15.76	16.55	0.00	0.00	16.55			Control-M Batch User HR team	01/10/2025 10:08:12PM
12	99900		0	01/10/2025	0	XFR	REA					H	A	17.11	1.35	8.566	0.00	0.00	0.000	0.00	0.00	0.000	17.11	15.76	0.00	0.00	15.76			Control-M Batch User HR team	01/16/2025 6:47:00PM
13	99900		0	02/25/2025	0	XFR	PRO					S	A	57388.00	7298.00	14.570	0.00	0.00	0.000	0.00	0.00	0.000	57388.00	50090.00	0.00	0.00	50090.00			Control-M Batch User HR team	02/25/2025 6:48:19PM
14	99900		0	02/10/2025	0	XFR	PRO					S	A	96000.00	38207.00	66.110	0.00	0.00	0.000	0.00	0.00	0.000	96000.00	57793.00	0.00	0.00	57793.00			Control-M Batch User HR team	02/10/2025 6:40:51PM

Compensation Frequency Compare Query
V_HR_COMP_FREQ_COMPARE

REVISED: 9/1/2026

DESCRIPTION:
This query of job data is used to make sure compensation frequency values are correct. It is used to identify active employees where the Employee Type indicates Salary and the Compensation Frequency is not equal to semi-monthly.

Agency HR Administrators and DHRM have access to this query.

NAVIGATION PATHS:
- Query Viewer > V_HR_COMP_FREQ_COMPARE
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_COMP_FREQ_COMPARE

INPUT / SEARCH CRITERIA:
Bus Unit (Leave Blank for All)

OUTPUT FORMAT:
HTML
Excel

Screenshot of the Compensation Frequency Compare Query

V_HR_COMP_FREQ_COMPARE - Compensation Frequency Compare

Bus Unit (Leave Blank for All)

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (31 kb)

View All

First 1-61 of 61 Last

Row	Employee ID	Empl Rcd	Effective Date	Effective Sequence	Employee Name	Business Unit	Department	Employee Type	HR Status	Annual Rate	Hourly Rate	Job Comp Freq	Job Comp Rate	Rate Code	Compensation Freq	Compensation Rate	Last Upd DtTm	Updated By
1		0	06/16/2025	0	DOE, JOHN	50100	12064	H	A	50000.000	26.041667	H	2083.333333	NAHRLY	H	50000.000000	06/16/2025 3:18:02PM	AA_CARDINAL_BATCH_HR
2		0	06/16/2025	0	DOE, JOHN	50100	12064	H	A	50000.000	26.041667	H	2083.333333	STATE	A	50000.000000	06/16/2025 3:18:02PM	AA_CARDINAL_BATCH_HR
3		0	06/16/2025	0	DOE, JOHN	50100	12044	H	A	50000.000	26.041667	H	2083.333333	NAHRLY	H	50000.000000	06/16/2025 3:18:04PM	AA_CARDINAL_BATCH_HR
4		0	06/16/2025	0	DOE, JOHN	50100	12044	H	A	50000.000	26.041667	H	2083.333333	STATE	A	50000.000000	06/16/2025 3:18:04PM	AA_CARDINAL_BATCH_HR
5		0	06/16/2025	0	DOE, JOHN	50100	12051	H	A	50000.000	26.041667	H	2083.333333	STATE	A	50000.000000	06/16/2025 3:18:05PM	AA_CARDINAL_BATCH_HR
6		0	06/16/2025	0	DOE, JOHN	50100	12051	H	A	50000.000	26.041667	H	2083.333333	NAHRLY	H	50000.000000	06/16/2025 3:18:05PM	AA_CARDINAL_BATCH_HR
7		0	06/16/2025	0	DOE, JOHN	50100	12019	H	A	50000.000	26.041667	H	2083.333333	NAHRLY	H	50000.000000	06/16/2025 3:18:08PM	AA_CARDINAL_BATCH_HR
8		0	06/16/2025	0	DOE, JOHN	50100	12019	H	A	50000.000	26.041667	H	2083.333333	STATE	A	50000.000000	06/16/2025 3:18:08PM	AA_CARDINAL_BATCH_HR
9		0	06/16/2025	0	DOE, JOHN	50100	12051	H	A	50000.000	26.041667	H	2083.333333	NAHRLY	H	50000.000000	06/16/2025 3:18:11PM	AA_CARDINAL_BATCH_HR
10		0	06/16/2025	0	DOE, JOHN	50100	12051	H	A	50000.000	26.041667	H	2083.333333	STATE	A	50000.000000	06/16/2025 3:18:11PM	AA_CARDINAL_BATCH_HR
11		0	06/10/2025	0	DOE, JOHN	50100	10141	S	A	50000.000	26.041667	A	2083.333333	STATE	A	50000.000000	06/07/2025 8:00:40AM	AA_CARDINAL_BATCH_HR
12		0	06/10/2025	0	DOE, JOHN	50100	10030	S	A	50000.000	26.041667	A	2083.333333	STATE	A	50000.000000	06/07/2025 8:07:23AM	AA_CARDINAL_BATCH_HR
13	00241819800	0	06/10/2025	0	JONES,INDIANA	14000	10210	S	A	50000.000	26.041667	A	2083.333333	STATE	A	50000.000000	06/07/2025 8:09:19AM	AA_CARDINAL_BATCH_HR
14	00251309200	0	06/10/2025	0	DOE, JOHN	14000	10410	S	A	50000.000	26.041667	A	2083.333333	STATE	A	50000.000000	06/07/2025 8:09:20AM	AA_CARDINAL_BATCH_HR

Department Budget Carry Over Errors Query (RPY543)
V_PY_NEWFY_ROLLOVER_ERRORS

REVISED: 9/1/2026

DESCRIPTION:
This query will provide a list of any generated errors within a specified Business Unit when bringing the old fiscal year Chartfield Values forward into the new fiscal year on the Department Budget table.

Users can use this query to determine whether corrections to the new Department/Position funding are needed. The query can be run ad hoc for the specified Business Unit.

NAVIGATION PATHS:
- Query Viewer > V_PY_NEWFY_ROLLOVER_ERRORS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_NEWFY_ROLLOVER_ERRORS

INPUT / SEARCH CRITERIA:
Year
Business Unit

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Year** field is a required field.

Screenshot of the Department Budget Carry Over Errors Query

V_PY_NEWFY_ROLLOVER_ERRORS - Dept Budget Carry Over Errors

Year 2025
Business Unit 50100
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (128 kb)

View All

First 1-100 of 143 Last

Row	Year	Unit	Dept ID	Position	Fund	Department	Cost Center	Program	FIPS	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Task	Agency Use 1	Asset	Agency Use 2	Combo Code	Error Msg
1	2025	50100	10003	DOT00478	04100	10003	11120010	699001												000000136	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
2	2025	50100	10012	DOT23122	04100	10012	11070010	60400501												000553071	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
3	2025	50100	10014	DOT01294	04100	10014	11120010	699001												000000317	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
4	2025	50100	10014	DOT04894	04100	10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
5	2025	50100	10014	DOT12836	04100	10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
6	2025	50100	10014	DOT19900	04100	10014	11120010	699001												000000317	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
7	2025	50100	10014	DOT21350	04100	10014	11120010	699001												000000317	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
8	2025	50100	10014	DOT21593	04100	10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
9	2025	50100	10014	DOT22174	04100	10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
10	2025	50100	10014	DOT22955	04100	10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
11	2025	50100	10021	DOT19742	04100	10021	11070010	60400501												000553073	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
12	2025	50100	10030	DOT09023	04100	10030	11070010	60400501												000553076	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
13	2025	50100	10030	DOT22098	04100	10030	11070010	60400501												000553076	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
14	2025	50100	10030	DOT22902	04100	10030	11070010	60400501												000553076	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
15	2025	50100	10030	DOT23131	04100	10030	11070010	60400501												000553076	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
16	2025	50100	10038	DOT21391	04100	10038	11070010	60400501												000553077	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
17	2025	50100	10053		04100	10053	11070010	60400501													Invalid Combo Code

Dept-Posn Funding Mass Upload Query
V_HR_Pos_Funding_Mass_Load

REVISED: 9/1/2026

DESCRIPTION:
Agencies should use this query to provide the information needed to populate the data changes to the **Department Position Funding Mass Upload Template**.

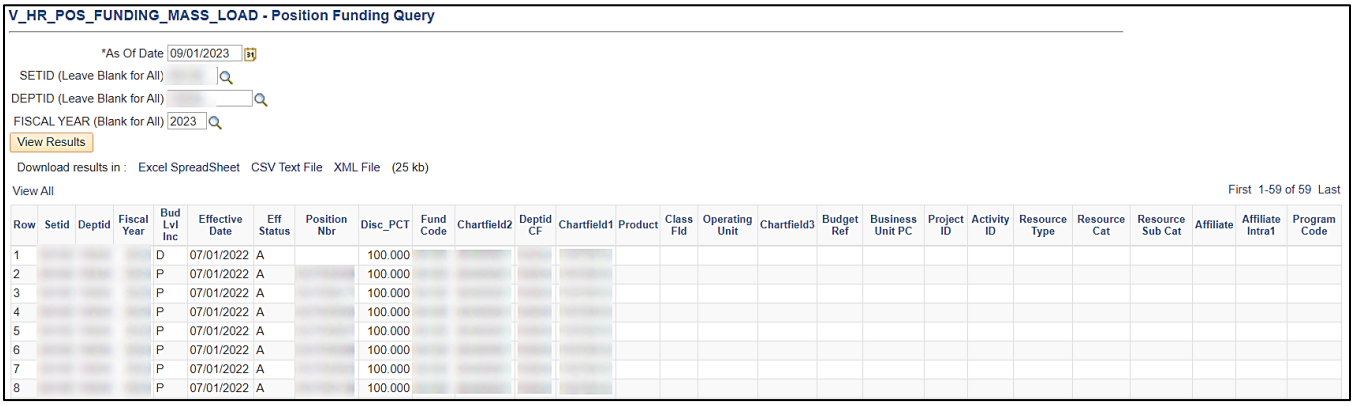
NAVIGATION PATHS:
- Query Viewer > V_HR_POS_FUNDING_MASS_LOAD
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_POS_FUNDING_MASS_LOAD

INPUT / SEARCH CRITERIA:
As Of Date
SETID (Leave Blank for All)
DEPTID (Leave Blank for All)
FISCAL YEAR (Leave Blank for All)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **As of Date** field is required.

Screenshot of the Department-Position Funding Mass Upload Query



Row	Setid	Deptid	Fiscal Year	Bud Lvl Inc	Effective Date	Eff Status	Position Nbr	Disc_PCT	Fund Code	Chartfield2	Deptid CF	Chartfield1	Product	Class Fld	Operating Unit	Chartfield3	Budget Ref	Business Unit PC	Project ID	Activity ID	Resource Type	Resource Cat	Resource Sub Cat	Affiliate	Affiliate Intra1	Program Code
1				D	07/01/2022	A		100.000																		
2				P	07/01/2022	A		100.000																		
3				P	07/01/2022	A		100.000																		
4				P	07/01/2022	A		100.000																		
5				P	07/01/2022	A		100.000																		
6				P	07/01/2022	A		100.000																		
7				P	07/01/2022	A		100.000																		
8				P	07/01/2022	A		100.000																		

Disciplinary Actions Audit Query
V_HR_DISC_ACTIONS_AUDIT

REVISED: 9/1/2026

DESCRIPTION:
This query details changes made on the **Disciplinary Actions** pages to identify changes/corrections made to written notices and disciplinary actions. This query also provides the name of the user who made the changes and when the changes were made.

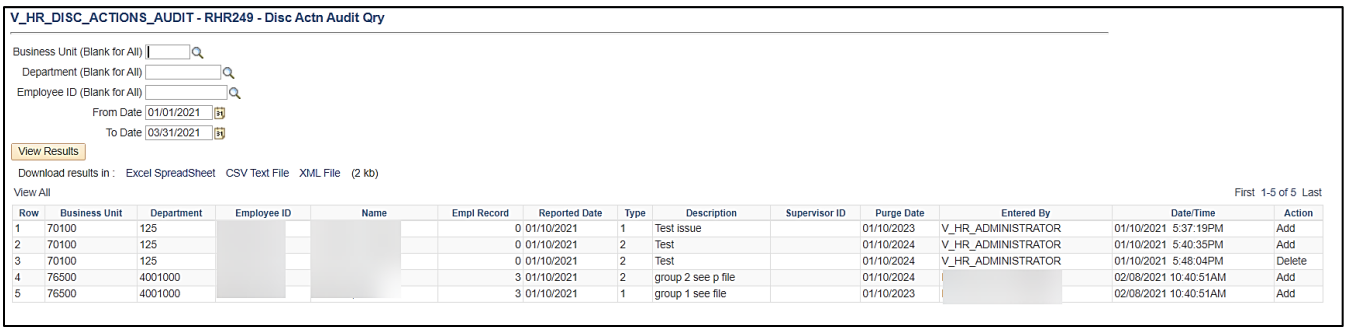
NAVIGATION PATHS:
- Query Viewer > V_HR_DISC_ACTIONS_AUDIT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_DISC_ACTIONS_AUDIT

INPUT / SEARCH CRITERIA:
Business Unit (Blank for All)
Department (Blank for All)
Employee ID (Blank for All)
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Disciplinary Actions Audit Query



Row	Business Unit	Department	Employee ID	Name	Empl Record	Reported Date	Type	Description	Supervisor ID	Purge Date	Entered By	Date/Time	Action
1	70100	125			0	01/10/2021	1	Test issue		01/10/2023	V_HR_ADMINISTRATOR	01/10/2021 5:37:19PM	Add
2	70100	125			0	01/10/2021	2	Test		01/10/2024	V_HR_ADMINISTRATOR	01/10/2021 5:40:35PM	Add
3	70100	125			0	01/10/2021	2	Test		01/10/2024	V_HR_ADMINISTRATOR	01/10/2021 5:48:04PM	Delete
4	76500	4001000			3	01/10/2021	2	group 2 see p file		01/10/2024		02/08/2021 10:40:51AM	Add
5	76500	4001000			3	01/10/2021	1	group 1 see file		01/10/2023		02/08/2021 10:40:51AM	Add

Disciplinary Actions (Detailed) Query
V_HR_DISC_ACTIONS_DETAIL

REVISED: 9/1/2026

DESCRIPTION:
This query lists written notices and disciplinary actions along with relevant employee demographic data.

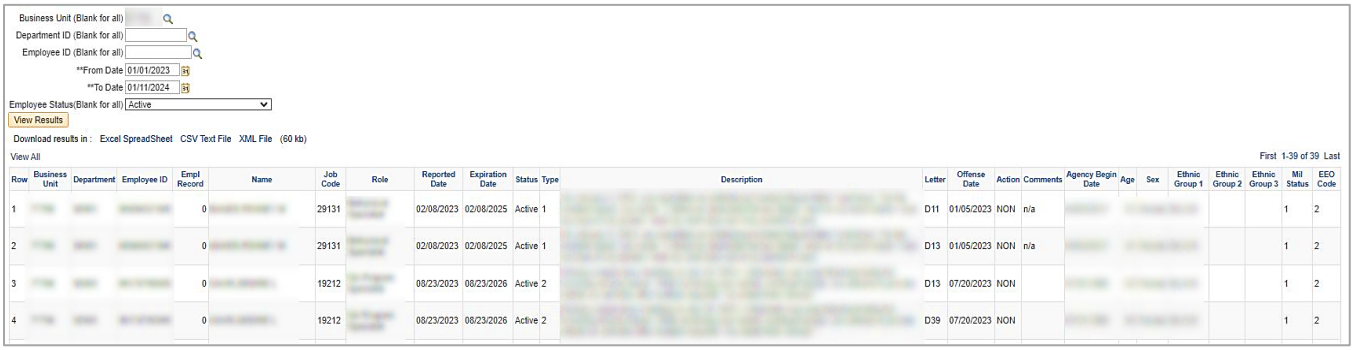
NAVIGATION PATHS:
- Query Viewer > V_HR_DISC_ACTIONS_DETAIL
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_DISC_ACTIONS_DETAIL

INPUT / SEARCH CRITERIA:
Business Unit (Blank for all)
Department ID (Blank for all)
Employee ID (Blank for all)
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Disciplinary Actions (Detailed) Query



Row	Business Unit	Department	Employee ID	Empl Record	Name	Job Code	Role	Reported Date	Expiration Date	Status	Type	Description	Letter	Offense Date	Action	Comments	Agency Begin Date	Age	Sex	Ethnic Group 1	Ethnic Group 2	Ethnic Group 3	Mil Status	EEO Code
1	[illegible]	[illegible]	[illegible]	0	[illegible]	29131	[illegible]	02/08/2023	02/08/2025	Active	1	[illegible]	D11	01/05/2023	NON	n/a	[illegible]	[illegible]					1	2
2	[illegible]	[illegible]	[illegible]	0	[illegible]	29131	[illegible]	02/08/2023	02/08/2025	Active	1	[illegible]	D13	01/05/2023	NON	n/a	[illegible]	[illegible]					1	2
3	[illegible]	[illegible]	[illegible]	0	[illegible]	19212	[illegible]	08/23/2023	08/23/2026	Active	2	[illegible]	D13	07/20/2023	NON		[illegible]	[illegible]					1	2
4	[illegible]	[illegible]	[illegible]	0	[illegible]	19212	[illegible]	08/23/2023	08/23/2026	Active	2	[illegible]	D39	07/20/2023	NON		[illegible]	[illegible]					1	2

Disciplinary Actions History Query
V_HR_DISC_ACTIONS_HISTORY

REVISED: 9/1/2026

DESCRIPTION:
This query provides disciplinary action history by employee. Written notices are shown as “Active” or “Inactive” based on whether the expiration date has passed.

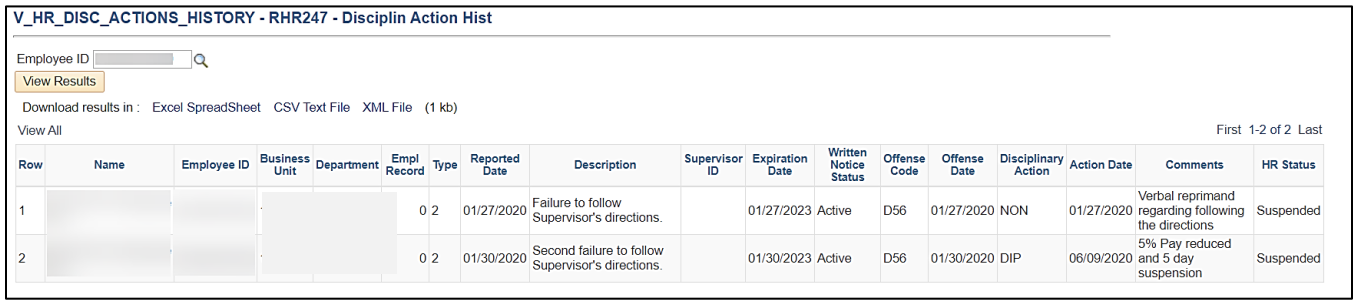
NAVIGATION PATHS:
- Query Viewer > V_HR_DISC_ACTIONS_HISTORY
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_DISC_ACTIONS_HISTORY

INPUT / SEARCH CRITERIA:
Employee ID

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Employee ID** field is a required field.

Screenshot of the Disciplinary Actions History Query



V_HR_DISC_ACTIONS_HISTORY - RHR247 - Disciplin Action Hist

Employee ID

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

First 1-2 of 2 Last

Row	Name	Employee ID	Business Unit	Department	Empl Record	Type	Reported Date	Description	Supervisor ID	Expiration Date	Written Notice Status	Offense Code	Offense Date	Disciplinary Action	Action Date	Comments	HR Status
1					0	2	01/27/2020	Failure to follow Supervisor's directions.		01/27/2023	Active	D56	01/27/2020	NON	01/27/2020	Verbal reprimand regarding following the directions	Suspended
2					0	2	01/30/2020	Second failure to follow Supervisor's directions.		01/30/2023	Active	D56	01/30/2020	DIP	06/09/2020	5% Pay reduced and 5 day suspension	Suspended

EEO4 State and Local Government Listing Query
V_HR_EEO4_STATE_AGENCY_LIST

REVISED: 9/1/2026

DESCRIPTION:
This query provides a list of Agencies that are included in the centralized federally required EEO-4 report (State and Local Government Report) due in September in odd-numbered years. Agencies may use this query to confirm that Cardinal and DHRM will be submitting EEO4 data to the EEOC on their behalf.

NAVIGATION PATHS:
- Query Viewer > V_HR_EEO4_STATE_AGENCY_LIST
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_EEO4_STATE_AGENCY_LIST

INPUT / SEARCH CRITERIA:
(none)

OUTPUT FORMAT:
HTML
Excel

Screenshot of the EEO4 State and Local Government Listing Query

V_HR_EEO4_STATE_AGENCY_LIST- EEO4 State Agency Listing Qry

Download results in : Excel SpreadSheet CSV Text File XML File (13 kb)

View All

Row	Agency Code	Agency Description
1	30100	Agriculture & Consumer Svcs
2	99900	Alcoholic Beverage Control
3	14100	Attorney General & Dept of Law
4	13300	Auditor of Public Accounts
5	75400	Augusta Correctional Center
6	76100	Baskerville Correctional Cntr
7	88200	Behavioral Health Commission
8	71800	Bland Correctional Center
9	22600	Board of Accountancy
10	23300	Board of Bar Examiners
11	74900	Buckingham Correctional Center
12	82000	Capitol Square Preservation Cn
13	72400	Catawba Hospital
14	70800	Center Children & Adolescents
15	70300	Central State Hospital
16	70700	Central VA Training Center
17	84200	Chesapeake Bay Commission
18	20000	Children's Services
19	11300	Circuit Courts
20	77300	Coffeewood Correctional Center
21	11600	Combined District Courts
22	95700	Comm Attys' Services Council
23	41300	Comm on VA Alcohol Safety Pgm
24	86300	Commission on Electric Utility
25	17400	Commonwealth Savers Plan
26	15700	Compensation Board
27	87600	Conflict Int & Ethics Adv Cncl
28	22900	Coop Extension & Agr Experimnt
29	23400	Coop Extension & Agr Research
30	74200	Corr - Employee Rel & Train

Emergency Contact Query
V_HR_EMERGENCY_CONTACT

REVISED: 9/1/2026

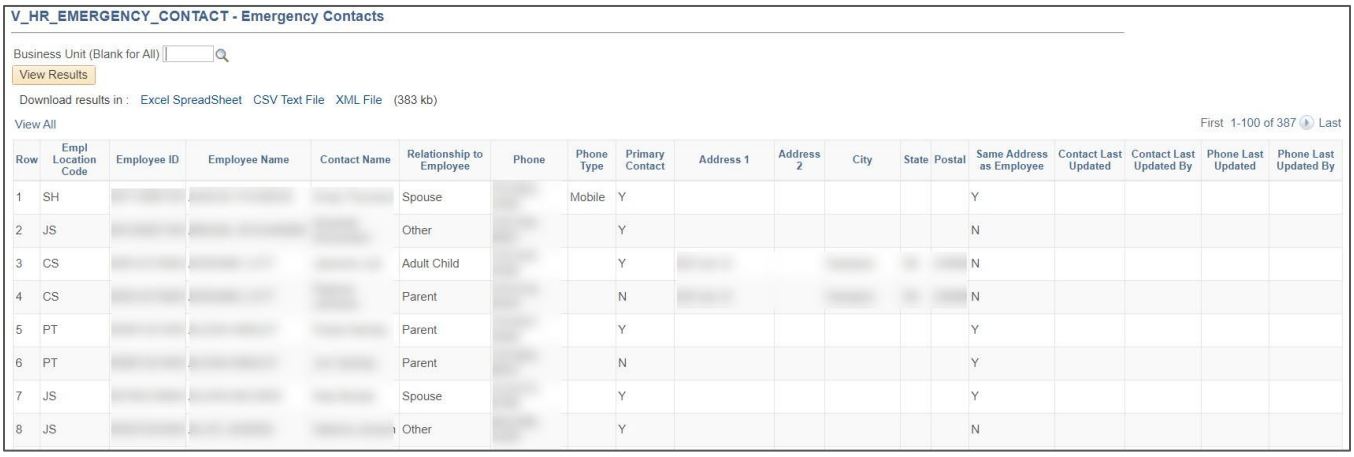
DESCRIPTION:
This query is used to view emergency contact information. It indicates when changes were made to an emergency contact. This query should be run on a recurring basis to ensure personnel files contain up to date emergency contact information.

NAVIGATION PATHS:
- Query Viewer > V_HR_EMERGENCY_CONTACT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_EMERGENCY_CONTACT

INPUT / SEARCH CRITERIA:
Business Unit

OUTPUT FORMAT:
HTML
Excel

Screenshot of the Emergency Contact Query



V_HR_EMERGENCY_CONTACT - Emergency Contacts

Business Unit (Blank for All)

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (383 kb)

View All

First 1-100 of 387 Last

Row	Empl Location Code	Employee ID	Employee Name	Contact Name	Relationship to Employee	Phone	Phone Type	Primary Contact	Address 1	Address 2	City	State	Postal	Same Address as Employee	Contact Last Updated	Contact Last Updated By	Phone Last Updated	Phone Last Updated By
1	SH				Spouse		Mobile	Y						Y				
2	JS				Other			Y						N				
3	CS				Adult Child			Y						N				
4	CS				Parent			N						N				
5	PT				Parent			Y						Y				
6	PT				Parent			N						Y				
7	JS				Spouse			Y						Y				
8	JS				Other			Y						N				

Employee Data Upload Error Query
V_HR_EMPLOYEE_UPLOAD_ERROR

REVISED: 9/1/2026

DESCRIPTION:
The query will select the data from the HR003 Employee Data Upload Error Table and generate the data into a workable excel file that includes error and warning messages. The current HR005 Employee Data Upload Error report pdf version will be the model for the new report. Further, this query is used to research and review Employee Upload Errors based on user requests.

This query will provide interfacing Agencies with the ability to view Employee Data Upload errors created when loading data from Agency systems into Cardinal. The Agency HR, DHRM, and PPS will be the primary audience for the use of this query. This query will supplement, not replace, the existing VHRR005 Error Report. It will be used to produce excel (or any format supported by query) output to allow end users to manipulate the data as needed**.**

NAVIGATION PATHS:
- Query Viewer > V_HR_EMPLOYEE_UPLOAD_ERROR
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_EMPLOYEE_UPLOAD_ERROR

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT**:
Business Unit (required)	HTML
Company (Optional)	Excel
Date From (Required)	CSV
Date To (Required: must be > or = to Date From)	

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required. This query may be run by submitting Agencies only, not by child Agencies who do not have access to submitting Agencies data. The **Business Unit** parameter field is the submitting Agency Business Unit and the **Company** fields may be specified if multiple companies are included within the submitting Agency's purview.

Screenshot of the Employee Data Upload Error Query

V_HR_EMPLOYEE_UPLOAD_ERROR - Employee Data Upload Error

*Business Unit 99900
Company (Blank for All)
*Date From 01/01/2025
*Date To 01/30/2025

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (54 kb)

View All

First 1-100 of 115 Last

Row	Business Unit	Company	Employee ID Number	Employee Record Number	Effective Sequence Number	Line Number	Error Field Name	Field Value	Error Type	Error Description	File Name	Upload Date	Total File EE Rows Submitted	Total File EE Rows Loaded	Total File Errors	Total File Warnings
1											99900_HR003_IN_01012025_1745_001.DAT	01/02/2025	1	1	0	
2	99900	ABC		0	1	3			W	Warning -- The employee's HR primary job (as determined by the Job Indicator) has been terminated. (1000,606)	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
3	99900	ABC		0	1	3	EFFDT	2025-01-01	E	Employee Personal Data has effective dated rows greater than or equal to the effective date of this transaction	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
4	99900	ABC		0	1	5	ACTION	PER	E	Effective date in file is different/Same from Cardinal but the values on file are same as in Cardinal: Transaction not loaded.	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
5	99900	ABC		1	1	6	ACTION	PER	E	Effective date in file is different/Same from Cardinal but the values on file are same as in Cardinal: Transaction not loaded.	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
6	99900	ABC		0	1	7	NAME		W	There is a change in the Name	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
7	99900	ABC		0	1	8	ACTION	PER	E	Effective date in file is different/Same from Cardinal but the values on file are same as in Cardinal: Transaction not loaded.	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
8	99900	ABC		0	1	10	EMPLID		W	Employee transferred from ABCW0N2X. Taxes, active earnings and deductions should be validated	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
9	99900	ABC		0	1	10			W	Warning -- FTE was changed and no change was made to Standard Hours or Work Period. (1500,121)	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
10	Field			0	1	7	EMAIL_ADDRESS		W	Email not updated - Job record in the file is not the primary job	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
11	99900	ABC		0	1	1	ACTION	PER	E	Effective date in file is different/Same from Cardinal but the values on file are same as in Cardinal: Transaction not loaded.	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14
12	99900	ABC		0	1	2			W	Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll. (2000,478)	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14
13	99900	ABC		0	1	3			W	Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll. (2000,478)	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14
14	99900	ABC		0	1	4	ACTION	PER	E	Effective date in file is different/Same from Cardinal but the values on file are same as in Cardinal: Transaction not loaded.	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14
15	99900	ABC		0	1	5			W	Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll. (2000,478)	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14
16	99900	ABC		0	1	7			W	Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll. (2000,478) ; Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll. (2000,478)	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14
17	99900	ABC		0	1	8			W	Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll. (2000,478)	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14
18	99900	ABC		0	1	9			W	Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll. (2000,478)	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14

Employees with Temporary SSNs Query
V_HR_TEMP_SSN

REVISED: 9/1/2026

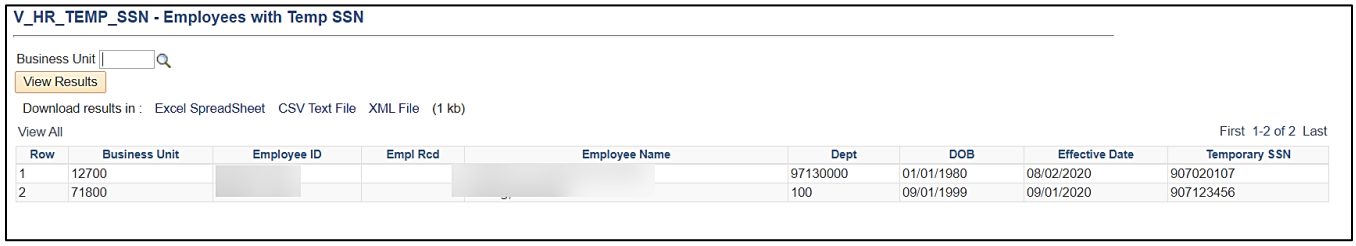
DESCRIPTION:
This query is used to monitor employees with temporary Social Security Numbers (SSN). In Cardinal, temporary SSNs begin with a “907” and were assigned by Virginia Retirement System (VRS) for salaried employees or by DHRM for hourly employees. The user can monitor and take action on SSNs that need updating.

NAVIGATION PATHS:
- Query Viewer > V_HR_TEMP_SSN
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_TEMP_SSN

INPUT / SEARCH CRITERIA:
Business Unit

OUTPUT FORMAT:
HTML
Excel

Screenshot of the Employees with Temporary SSNs Query


V_HR_TEMP_SSN - Employees with Temp SSN

Business Unit

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

First 1-2 of 2 Last

Row	Business Unit	Employee ID	Empl Rcd	Employee Name	Dept	DOB	Effective Date	Temporary SSN
1	12700				97130000	01/01/1980	08/02/2020	907020107
2	71800				100	09/01/1999	09/01/2020	907123456

EPR Audit Query
V_HR_EPR_AUDIT_Query

REVISED: 9/1/2026

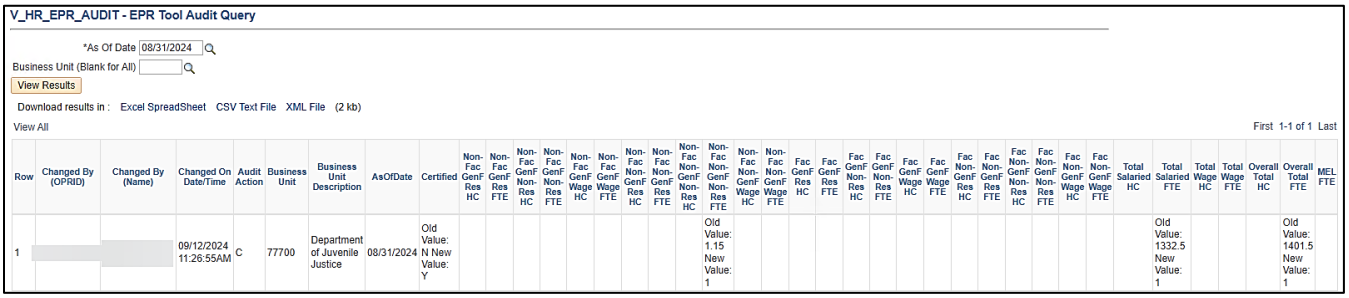
DESCRIPTION:
This is an audit query that identifies changes made to the EPR tool by Agency. This query includes the date and time of EPR tool changes, the User ID, and name of the user who made the change. Additionally, it includes the fields on the page that were changed including value before and after the change made. It also provides the User ID and name of the user who certified the EPR data for said month.

NAVIGATION PATHS:
- Query Viewer > V_HR_EPR_AUDIT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_EPR_AUDIT

INPUT / SEARCH CRITERIA:
As Of Date (blank for all)

OUTPUT FORMAT:
HTML
Excel

Screenshot of the EPR AUDIT QUERY



V_HR_EPR_AUDIT - EPR Tool Audit Query

*As Of Date 08/31/2024
Business Unit (Blank for All)
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)
View All
First 1-1 of 1 Last

Row	Changed By (OPRID)	Changed By (Name)	Changed On Date/Time	Audit Action	Business Unit	Business Unit Description	AsOfDate	Certified	Non-Fac GenF Res HC	Non-Fac GenF Res FTE	Non-Fac GenF Non-Res HC	Non-Fac GenF Non-Res FTE	Non-Fac GenF Wage HC	Non-Fac GenF Wage FTE	Non-Fac Non-GenF Res HC	Non-Fac Non-GenF Res FTE	Non-Fac Non-GenF Non-Res HC	Non-Fac Non-GenF Non-Res FTE	Non-Fac Non-GenF Wage HC	Non-Fac Non-GenF Wage FTE	Fac GenF Res HC	Fac GenF Res FTE	Fac GenF Non-Res HC	Fac GenF Non-Res FTE	Fac GenF Wage HC	Fac GenF Wage FTE	Fac Non-GenF Res HC	Fac Non-GenF Res FTE	Fac Non-GenF Non-Res HC	Fac Non-GenF Non-Res FTE	Fac Non-GenF Wage HC	Fac Non-GenF Wage FTE	Total Salaried HC	Total Salaried FTE	Total Wage HC	Total Wage FTE	Overall Total HC	Overall Total FTE	MEL FTE
1			09/12/2024 11:26:55AM	C	77700	Department of Juvenile Justice	08/31/2024	Old Value: N New Value: Y										Old Value: 1.15 New Value: 1															Old Value: 1332.5 New Value: 1				Old Value: 1401.5 New Value: 1	

EPR Certification Query
V_HR_EPR_CERT

REVISED: 9/1/2026

DESCRIPTION:
This query identifies which Agencies have not certified the Employee Position Reports (EPR) for the month.

NAVIGATION PATHS:
- Query Viewer > V_HR_EPR_CERT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_EPR_CERT

INPUT / SEARCH CRITERIA:
As Of Date (blank for all)

OUTPUT FORMAT:
HTML
Excel

Screenshot of the EPR Certification Query

V_HR_EPR_CERT - EPR Certification Query

As Of Date(blank for all)

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (21 kb)

View All

First 1-100 of 572 Last

Row	Effective Date	Business Unit	Certification Status
1	06/30/2025	10000	N
2	11/30/2021	10100	N
3	10/31/2021	10100	N
4	06/30/2025	10300	N
5	10/31/2021	10300	N
6	11/30/2021	10300	N
7	10/31/2021	10700	N
8	11/30/2021	10700	N
9	11/30/2021	10900	N
10	10/31/2021	10900	N
11	10/31/2021	11000	N
12	11/30/2021	11000	N
13	11/30/2021	11100	N
14	06/30/2025	11100	N
15	10/31/2021	11100	N
16	11/30/2021	11200	N
17	06/30/2025	11200	N
18	10/31/2021	11200	N
19	11/30/2021	11300	N
20	10/31/2021	11300	N
21	06/30/2025	11300	N
22	06/30/2025	11400	N

EPR Validation Query
V_HR_EPR_DATA_VALIDATION

REVISED: 9/1/2026

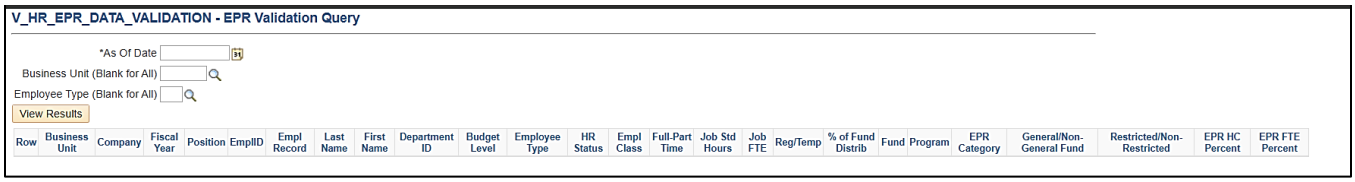
DESCRIPTION:
This query is used by Agencies to validate that their EPR data is accurate prior to completing the certification process. The query provides a detailed spreadsheet of Job and Position Department default funding data results for all filled positions as of the end of the month. Results should then be summed and filtered by reporting category, General vs Non-General funding, position type, and employee class. This query provides details regarding split funded positions that are filled. Therefore, an employee may be returned on multiple rows of this query to include percentages within each Fund or Program Code.

NAVIGATION PATHS:
- Query Viewer > V_HR_EPR_DATA_VALIDATION
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_EPR_DATA_VALIDATION

INPUT / SEARCH CRITERIA:
As Of Date (required)
Business Unit
Employee Type

OUTPUT FORMAT:
HTML
Excel

Screenshot of the EPR Validation Query



HR Location Code Query
V_HR_LOCATION_CODE_QUERY

REVISED: 9/1/2026

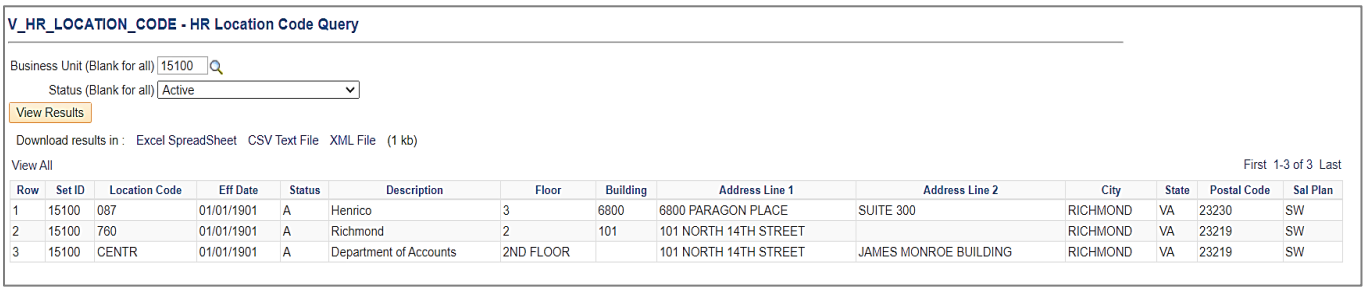
DESCRIPTION:
This query displays all of the active and inactive Location Codes by Business Unit. Agency HR can use this query to extract the Location Codes within their Agency.

NAVIGATION PATHS:
- Query Viewer > V_HR_LOCATION_CODE
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_LOCATION_CODE

INPUT / SEARCH CRITERIA:
Business Unit (Blank for all)
Status (Blank for all)

OUTPUT FORMAT:
HTML
Excel

Screenshot of the HR Location Code Query



V_HR_LOCATION_CODE - HR Location Code Query

Business Unit (Blank for all) 15100
Status (Blank for all) Active
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)
View All
First 1-3 of 3 Last

Row	Set ID	Location Code	Eff Date	Status	Description	Floor	Building	Address Line 1	Address Line 2	City	State	Postal Code	Sal Plan
1	15100	087	01/01/1901	A	Henrico	3	6800	6800 PARAGON PLACE	SUITE 300	RICHMOND	VA	23230	SW
2	15100	760	01/01/1901	A	Richmond	2	101	101 NORTH 14TH STREET		RICHMOND	VA	23219	SW
3	15100	CENTR	01/01/1901	A	Department of Accounts	2ND FLOOR		101 NORTH 14TH STREET	JAMES MONROE BUILDING	RICHMOND	VA	23219	SW

Job Code Table Query
V_HR_JOBCODE_SALARY

REVISED: 9/1/2026

DESCRIPTION:
This query lists active Job Codes and related information including the date on which they are effective, the associated salary minimum, and the salary maximum range.

HR Administrators and DHRM Operations use this query as a reference tool for the Job Code Data Table.

NAVIGATION PATHS:
- Query Viewer > V_HR_JOBCODE_SALARY
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_JOBCODE_SALARY

INPUT / SEARCH CRITERIA:
Set ID

OUTPUT FORMAT:
HTML
Excel
XML

ADDITIONAL INFORMATION:
The **Set ID** field should always be “STATE” (do not enter the Agency Set ID). This field is a required field and cannot be left blank.

Screenshot of the Job Code Table Query

V_HR_JOBCODE_SALARY - Job code Table Query

Set ID STATE

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1104 kb)

View All First 1-100 of 3657 Last

Row	Set ID	Job Code	Effective Date	Effective Status	Description	Short Desc	Job Function	Sal Plan	Grade	Step	Job Family	Sal Range Min Rate	Sal Range Mid Rate	Sal Range Max Rate
1	STATE	00119	01/01/1901	A	Lieutenant Governor	00119	UGR	AH	119	0	11000	0.000000	0.000000	0.000000
2	STATE	00121	01/01/1901	A	Governor	00121	UGR	AH	121	0	11000	0.000000	0.000000	0.000000
3	STATE	00122	01/01/1901	A	Director of Planning & Budget	00122	UGR	AH	122	0	11000	0.000000	0.000000	0.000000
4	STATE	00123	01/01/1901	A	Adjutant General	00123	UGR	AH	123	0	11000	0.000000	0.000000	0.000000
5	STATE	00127	01/01/1901	A	St Coor of Emergency Mgmt	00127	UGR	AH	127	0	11000	0.000000	0.000000	0.000000
6	STATE	00129	01/01/1901	A	Dir of Human Resource Mgmt	00129	UGR	AH	129	0	11000	0.000000	0.000000	0.000000
7	STATE	00132	01/01/1901	A	Commissioner Dept of Elections	00132	UGR	AH	132	0	11000	0.000000	0.000000	0.000000
8	STATE	00136	01/01/1901	A	Chief Information Officer	00136	UGR	AH	136	0	11000	0.000000	0.000000	0.000000
9	STATE	00140	01/01/1901	A	Dir Dept of Crim Justice Servc	00140	UGR	AH	140	0	11000	0.000000	0.000000	0.000000
10	STATE	00141	01/01/1901	A	Attorney General	00141	UGR	AH	141	0	11000	0.000000	0.000000	0.000000

Job Data Query
V_HR_JOB_QUERY

REVISED: 9/1/2026

DESCRIPTION:
This query provides current job and employee demographic details by Action and Action Reason based upon the as of date defined. This query may not show future dated hires.

NAVIGATION PATHS:
- Query Viewer > V_HR_JOB_QUERY
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_JOB_QUERY

INPUT / SEARCH CRITERIA:
As of date
Business Unit (Leave Blank for All)
Dept ID (Leave Blank for All)
Action (Leave Blank for All)
Reason (Leave Blank for All)
VPA Only (Leave Blank for All)
EmplType (Leave Blank for All)
Job Code (Leave Blank for All)
SOC (Leave Blank for All)
HR Status

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **As of date** field is a required field.

Screenshot of the Job Data Query

Row	Business Unit	Company	Department	Last Name	First Name	Empl ID	Empl Rcd	Effective Date	Effective Sequence	Action	Action Reason	Action Date	Position Nbr	Establishment	Empl Class	Pay Group	Employee Type	Tax Location	FICA Status	Job Std Hours	Layoff Notification Date	STD Claim Number	Recall Elig Flg	Position Description	HR Status	Ben Status	Payroll Status	VPA Only
1	18100	DLI	18100	Sticks	Chop	00017760000	0	06/10/2023	0	PAY	SLI	06/10/2023	DLI00077	DOLI	CLS	SM1	S	680	N	40.00			N	Office Services Supervisor Sr	A	A	A	Y
2	18100	DLI	18100	Splash	Back	00079139800	0	06/10/2023	0	PAY	SLI	06/10/2023	DLI00032	DOLI	CLS	SM1	S	760	N	40.00			N	Fiscal Technician Senior	A	A	A	Y
3	18100	DLI	18100	Top	Counter	00103632400	2	06/10/2023	0	PAY	SLI	06/10/2023	DLI00275	DOLI	CLS	SM1	S	760	N	40.00			N	Legal Assistant	A	A	A	Y
4	18100	DLI	18100	Oven	Microwave	00122707500	0	06/10/2023	0	PAY	SLI	06/10/2023	DLI00043	DOLI	CLS	SM1	S	770	N	40.00			N	VPP Manager	A	A	A	Y
5	18100	DLI	18100	Rack	Bakers	00124098500	0	06/25/2023	0	POS	RTC	06/27/2023	DLI00269	DOLI	CLS	SM1	S	760	N	40.00			N	VOSH Health Director	A	A	A	Y
6	18100	DLI	18100	Tile	Ceramic	00139207400	0	06/10/2023	0	HIR	NEW	06/13/2023	DLI00059	DOLI	CLS	SM1	S	760	N	40.00			N	L&I Assistant Commissioner	A	A	A	Y
7	18100	DLI	18100	Washer	Dish	00139216500	0	06/10/2023	0	PAY	SLI	06/10/2023	DLI00450	DOLI	CLS	SM1	S	191	N	40.00			N	Health Compliance Officer Sr	A	A	A	Y

Screenshot of the Job Data Query (scrolled right)

Job Code	Job Code Description	Supervisor ID	Standard Occup Classification	Salary Plan	Grade	Step	Reg/Temp	Full-Part Time	Compensation Frequency	State Comp Rate	Non State Comp Rate	Special Comp Rate	Hourly Comp Rate	Month-Pays (Config 8)	Pos Std Hrs	Reports To	Location	FTE	Probation Date	Agency Start Date	Company Seniority Date	Employee State Begin Date	Agency Use Field 1	Agency Use Field 2	Agency Use Field 3	Non Auto-pay	Position Entry Date	Jobcode Entry Date	VRS Plan (Config 1)	Benefit Plan (Config 2)	Time Entry (Config 3)	VRS Bill Code (Config 6)	Health Bill Code (Config 9)
19221	Gen Admin Supv I/Coord I	DLI00086	43-1011	SW	4	0	R	F	S	50000.000000	0.000000	0.000000	0.000000	12-24	40.00	DLI00086	LYNC	1.000000		09/16/1974	01/25/1975	09/16/1974				N	09/16/1974	11/10/2021	VSN0000	181001000	Y	30181	SF-GB
19013	Admin and Office Spec III	DLI00485	43-3031	SW	3	0	R	F	S	50000.000000	0.000000	0.000000	0.000000	12-24	40.00	DLI00485	RICH	1.000000		07/25/2009	07/25/2006	07/25/2009				N	07/25/2009	07/25/2009	VNY0000	181001000	Y	30181	SF-GB
19013	Admin and Office Spec III	DLI00464	23-2011	SW	3	0	R	F	S	50000.000000	0.000000	0.000000	0.000000	12-24	40.00	DLI00464	RICH	1.000000		07/10/2003	06/10/1984	07/10/2003				N	07/10/2003	07/10/2003	VSY0000	181001000	Y	30181	SF-GB
69036	Compliance Manager II	DLI00456	11-9199	SW	6	0	R	F	S	50000.000000	0.000000	0.000000	0.000000	12-24	40.00	DLI00456	ROAN	1.000000		03/16/1991	02/10/1983	02/16/1983				N	06/10/2005	03/25/2013	VSY0000	181001000	Y	30181	SF-GB

Job Mass Update Query
V_HR_JOB_MASS_DATA_CHANGE QUERY

REVISED: 9/1/2026

DESCRIPTION:
This query is used to get the most current effective dated row of job data as a starting point for building a Job Data Mass Upload file. Additional guidance is provided on the **Job Data Mass Upload Template**.

NAVIGATION PATHS:
- Query Viewer > V_HR_JOB_MASS_DATA_CHANGE
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_JOB_MASS_DATA_CHANGE

INPUT / SEARCH CRITERIA:
As of date
Unit
Dept ID

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **As of date** field is a required field.

Screenshot of the Job Mass Update Query

V_HR_JOB_MASS_DATA_CHANGE - Job Mass Update query

*As of Date 09/01/2023
Unit
Dept ID
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (111 kb)
View All

Row	Business Unit	EmplId	Empl Rcd	Effective Date	Action	Action Reason	Position Nbr	EstablID	Employee Class	Paygroup	Employee Type	Tax Location	FICA Status	Job Std Hrs	State Comp Rate	ST Comp Freq	Non State Comp Rate	Non ST Comp Freq	State Ben Comp Rate	State Ben Comp Freq	Hourly Comp Rate	Hourly Comp Freq	Special Comp Rate	Special Comp Freq	Layoff Notce Dt	STD Claim Num
1			0	06/10/2023	PAY	SLI			CLS	SM1	S	760	N	40.00	80858.000000	A	0.000000		0.000000		0.000000		0.000000			
2			0	06/10/2023	PAY	SLI			CLS	SM1	S	760	N	40.00	171332.000000	A	0.000000		0.000000		0.000000		0.000000			
3			0	06/10/2023	PAY	SLI			CLS	SM1	S	760	N	40.00	85968.000000	A	0.000000		0.000000		0.000000		0.000000			
4			0	06/10/2023	PAY	SLI			CLS	SM1	S	760	N	40.00	121248.000000	A	0.000000		0.000000		0.000000		0.000000			
5			0	06/10/2023	PAY	SLI			CLS	SM1	S	760	N	40.00	117913.000000	A	0.000000		0.000000		0.000000		0.000000			
6			0	06/10/2023	PAY	SLI			CLS	SM1	S	760	N	40.00	146515.000000	A	0.000000		0.000000		0.000000		0.000000			

Screenshot of the Job Mass Update Query (scrolled right)

STD Claim Num	Recall Elig Flg	Citizenship	ESS Time-Keeper Code	Month-Pays	Empl Status / Bill Prem Code	Non Auto-pay	Employee Eligible for Telework	Agency Use 1	Agency Use 2	Agency Use 3	Eligibility Group
	N	1	Y	12-24	SF-GB	N	I				VSDPELGGRP
	N	1	Y	12-24	SF-GB	N	W				VSDPELGGRP
	N	1	Y	12-24	SF-GB	N	W				VSDPELGGRP
	N	1	Y	12-24	SF-GB	N	W				TRADELGGRP
	N	1	Y	12-24	SF-GB	N	W				VSDPELGGRP
	N	1	Y	12-24	SF-GB	N	W				VSDPELGGRP

(Legislative) Bonus Extract for Reward Query
V_HR_LEG_BONUS_REW_MASS_UPD

REVISED: 9/1/2026

DESCRIPTION:
This query will extract verified (approved) bonus information from the Salary Increase Tool in a format that matches the template for the mass upload to Rewards and Recognition.

NAVIGATION PATHS:
- Query Viewer > V_HR_LEG_BONUS_REW_MASS_UPD
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_LEG_BONUS_REW_MASS_UPD

INPUT / SEARCH CRITERIA:
Salary/Bonus Cycle
Business Unit (Optional)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Salary/Bonus Cycle** field is a required field. Data will only be returned once the Bonus Cycle has been verified within the Salary Increase Tool, or if the Agency does not have any employees eligible for the Bonus.

Screenshot of the Bonus Extract for Reward Query (scrolled left)

V_HR_LEG_BONUS_REW_MASS_UPD - Bonus Extract for Reward Query

*Salary/Bonus Cycle FY2026_BONUS
Business Unit (Optional)
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (36 kb)
View All

Row	Business Unit	Employee ID	Empl Record	Effective Date	Created Date	Expire Date	Reward Type	Written Agreement Flag
1	10100		0	06/01/2026	04/06/2026		SLB	N
2	10100		0	06/01/2026	04/06/2026		SLB	N
3	10100		0	06/01/2026	04/06/2026		SLB	N
4	10100		0	06/01/2026	04/06/2026		SLB	N
5	10100		0	06/01/2026	04/06/2026		SLB	N
6	10100		0	06/01/2026	04/06/2026		SLB	N
7	10100		0	06/01/2026	04/06/2026		SLB	N
8	10100		0	06/01/2026	04/06/2026		SLB	N
9	10100		0	06/01/2026	04/06/2026		SLB	N
10	10100		0	06/01/2026	04/06/2026		SLB	N
11	10100		0	06/01/2026	04/06/2026		SLB	N
12	10100		0	06/01/2026	04/06/2026		SLB	N
13	10100		0	06/01/2026	04/06/2026		SLB	N
14	10100		0	06/01/2026	04/06/2026		SLB	N
15	10100		0	06/01/2026	04/06/2026		SLB	N
16	10100		0	06/01/2026	04/06/2026		SLB	N
17	10100		0	06/01/2026	04/06/2026		SLB	N
18	10100		0	06/01/2026	04/06/2026		SLB	N
19	10100		0	06/01/2026	04/06/2026		SLB	N
20	10100		0	06/01/2026	04/06/2026		SLB	N

Screenshot of the Bonus Extract for Reward Query (scrolled right)

First 1-100 of 148 Last

Authorized Hours	Authorized Amount	Comments	Award Date	Award Hours	Award Amount	Reward ID
0	1500.00	Discretionary - FY2026 Bonus Payment	06/01/2026	0	1500.00	0
0	1500.00	Discretionary - FY2026 Bonus Payment	06/01/2026	0	1500.00	0
0	1500.00	Discretionary - FY2026 Bonus Payment	06/01/2026	0	1500.00	0
0	1500.00	Discretionary - FY2026 Bonus Payment	06/01/2026	0	1500.00	0
0	1500.00	Discretionary - FY2026 Bonus Payment	06/01/2026	0	1500.00	0
0	1500.00	Discretionary - FY2026 Bonus Payment	06/01/2026	0	1500.00	0
0	1500.00	Discretionary - FY2026 Bonus Payment	06/01/2026	0	1500.00	0
0	1500.00	Discretionary - FY2026 Bonus Payment	06/01/2026	0	1500.00	0
0	1500.00	Discretionary - FY2026 Bonus Payment	06/01/2026	0	1500.00	0
0	1500.00	Discretionary - FY2026 Bonus Payment	06/01/2026	0	1500.00	0
0	1500.00	Discretionary - FY2026 Bonus Payment	06/01/2026	0	1500.00	0
0	1500.00	Discretionary - FY2026 Bonus Payment	06/01/2026	0	1500.00	0
0	1500.00	Discretionary - FY2026 Bonus Payment	06/01/2026	0	1500.00	0
0	1500.00	Discretionary - FY2026 Bonus Payment	06/01/2026	0	1500.00	0
0	1500.00	Discretionary - FY2026 Bonus Payment	06/01/2026	0	1500.00	0
0	1500.00	Discretionary - FY2026 Bonus Payment	06/01/2026	0	1500.00	0
0	1500.00	Discretionary - FY2026 Bonus Payment	06/01/2026	0	1500.00	0
0	1500.00	Discretionary - FY2026 Bonus Payment	06/01/2026	0	1500.00	0
0	1500.00	Discretionary - FY2026 Bonus Payment	06/01/2026	0	1500.00	0
0	1500.00	Discretionary - FY2026 Bonus Payment	06/01/2026	0	1500.00	0

(Legislative) Bonus Extract for SPOT Query
V_HR_LEG_BONUS_SPOT_MASS_UPD

REVISED: 9/1/2026

DESCRIPTION:
This query will extract verified (approved) bonus information from the Salary Increase Tool in a format that matches the template for the mass upload to SPOT. The HR Administrator should run the query to Excel and verify the information prior to sending it to the Payroll Administrator.

NAVIGATION PATHS:
- Query Viewer > V_HR_LEG_BONUS_SPOT_MASS_UPD
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_LEG_BONUS_SPOT_MASS_UPD

INPUT / SEARCH CRITERIA:
Salary/Bonus Cycle
Business Unit (Optional)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Salary/Bonus Cycle** field is a required field. Data will only be returned once the Bonus Cycle has been verified within the Salary Increase Tool or if the Agency does not have any employees eligible for the Bonus.

Screenshot of the Bonus Extract for SPOT Query (scrolled left)

V_HR_LEG_BONUS_SPOT_MASS_UPD - Bonus Extract for SPOT Query

*Salary/Bonus Cycle FY2026_BONUS
Business Unit (Optional)
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (27 kb)
View All

Row	Company	Pay Group	Employee ID	Empl Record	Earnings Code	Earnings Begin Dt	Earnings End Dt	Tax Periods	Tax Method	Hours	Hourly Rate
1	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
2	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
3	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
4	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
5	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
6	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
7	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
8	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
9	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
10	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
11	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
12	DEL	MTH		3	DBN	06012026	06012026	1	S	0	0
13	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
14	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
15	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
16	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
17	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
18	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
19	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
20	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
21	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
22	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
23	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
24	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
25	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0
26	DEL	MTH		0	DBN	06012026	06012026	1	S	0	0

Screenshot of the Bonus Extract for SPOT Query (scrolled right)

First 1-100 of 148 Last

Amount	Deductions Taken	Deduction Subset	General Deductions Taken	General Deduction Subset	Separate Check	Additional Seq Number
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	
1500.00	S	BNS	S	GRN	1	

Legislative Salary Increase Query
V_HR_LEG_SALARY_INC QUERY

REVISED: 9/1/2026

DESCRIPTION:
This query is configured to identify employees eligible for salary increases based upon requirements published in the DHRM Fiscal (FY) Authorizations and Compensation Memorandum. This automated tool should be used by the Agency to evaluate, verify, and process salary increases. This query is also used to retrieve legislative salary increases that were processed in previous cycles after those cycles have been closed.

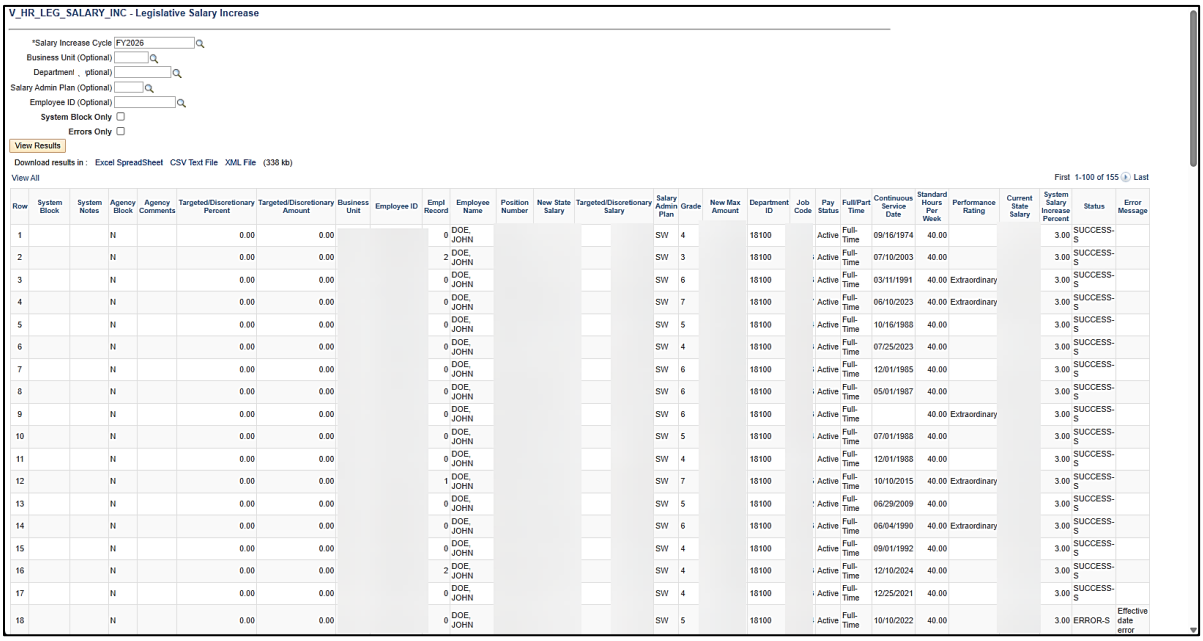
NAVIGATION PATHS:
- Query Viewer > V_HR_LEG_SALARY_INC
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_LEG_SALARY_INC

INPUT / SEARCH CRITERIA:
Salary/Bonus Cycle
Business Unit (Optional)
Department (Optional)
Salary Admin Plan (Optional)
Employee ID (Optional)
System Block Only (Checkbox)
Errors Only (Checkbox)
Job Code (Optional)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Salary/Bonus Cycle** field is a required field.

Screenshot of the Legislative Salary Increase Query



Row	System Block	System Notes	Agency Block	Agency Comments	Targeted/Discretionary Percent	Targeted/Discretionary Amount	Business Unit	Employee ID	Empl Record	Employee Name	Position Number	New State Salary	Targeted/Discretionary Salary	Salary Admin Plan	Grade	New Max Amount	Department ID	Job Code	Pay Status	Full/Part Time	Continuous Service Date	Standard Hours Per Week	Performance Rating	Current State Salary	System Salary Increase Percent	Status	Error Message
1			N		0.00	0.00			0	DOE, JOHN				SW	4		18100		Active	Full-Time	09/16/1974	40.00			3.00	SUCCESS-S	
2			N		0.00	0.00			2	DOE, JOHN				SW	3		18100		Active	Full-Time	07/10/2003	40.00			3.00	SUCCESS-S	
3			N		0.00	0.00			0	DOE, JOHN				SW	6		18100		Active	Full-Time	03/11/1991	40.00	Extraordinary		3.00	SUCCESS-S	
4			N		0.00	0.00			0	DOE, JOHN				SW	7		18100		Active	Full-Time	06/10/2023	40.00	Extraordinary		3.00	SUCCESS-S	
5			N		0.00	0.00			0	DOE, JOHN				SW	5		18100		Active	Full-Time	10/16/1988	40.00			3.00	SUCCESS-S	
6			N		0.00	0.00			0	DOE, JOHN				SW	4		18100		Active	Full-Time	07/25/2023	40.00			3.00	SUCCESS-S	
7			N		0.00	0.00			0	DOE, JOHN				SW	6		18100		Active	Full-Time	12/01/1985	40.00			3.00	SUCCESS-S	
8			N		0.00	0.00			0	DOE, JOHN				SW	6		18100		Active	Full-Time	05/01/1987	40.00			3.00	SUCCESS-S	
9			N		0.00	0.00			0	DOE, JOHN				SW	6		18100		Active	Full-Time		40.00	Extraordinary		3.00	SUCCESS-S	
10			N		0.00	0.00			0	DOE, JOHN				SW	5		18100		Active	Full-Time	07/01/1988	40.00			3.00	SUCCESS-S	
11			N		0.00	0.00			0	DOE, JOHN				SW	4		18100		Active	Full-Time	12/01/1988	40.00			3.00	SUCCESS-S	
12			N		0.00	0.00			1	DOE, JOHN				SW	7		18100		Active	Full-Time	10/10/2015	40.00	Extraordinary		3.00	SUCCESS-S	
13			N		0.00	0.00			0	DOE, JOHN				SW	5		18100		Active	Full-Time	06/29/2009	40.00			3.00	SUCCESS-S	
14			N		0.00	0.00			0	DOE, JOHN				SW	6		18100		Active	Full-Time	06/04/1990	40.00	Extraordinary		3.00	SUCCESS-S	
15			N		0.00	0.00			0	DOE, JOHN				SW	4		18100		Active	Full-Time	09/01/1992	40.00			3.00	SUCCESS-S	
16			N		0.00	0.00			2	DOE, JOHN				SW	4		18100		Active	Full-Time	12/10/2024	40.00			3.00	SUCCESS-S	
17			N		0.00	0.00			0	DOE, JOHN				SW	4		18100		Active	Full-Time	12/25/2021	40.00			3.00	SUCCESS-S	
18			N		0.00	0.00			0	DOE, JOHN				SW	5		18100		Active	Full-Time	10/10/2022	40.00			3.00	ERROR-S	Effective date error

Missing Email Query
V_HR_MISSING_EMAIL

REVISED: 9/1/2026

DESCRIPTION:
This query lists employees that are pending the assignment of a business email and those employees who have an employee provided email of “noemail@virginia.gov". No other variations of this email address will show up in this query. Without a valid email address, the employee will not be able to log into Cardinal.

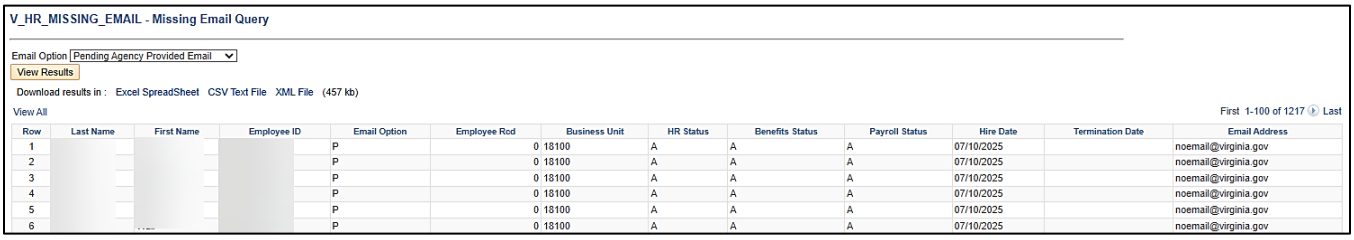
NAVIGATION PATHS:
- Query Viewer > V_HR_MISSING_EMAIL
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_MISSING_EMAIL

INPUT / SEARCH CRITERIA:
Email Option

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The email options are “Agency Provided Email (“A”)”, “Employee Provided Email (“E”)”, or “Pending Agency Provided Email (“P”)”. The query displays only the Business Units the user has access to.

Screenshot of the Missing Email Query


V_HR_MISSING_EMAIL - Missing Email Query

Email Option Pending Agency Provided Email
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (457 kb)
View All
First 1-100 of 1217 Last

Row	Last Name	First Name	Employee ID	Email Option	Employee Rcd	Business Unit	HR Status	Benefits Status	Payroll Status	Hire Date	Termination Date	Email Address
1				P	0	18100	A	A	A	07/10/2025		noemail@virginia.gov
2				P	0	18100	A	A	A	07/10/2025		noemail@virginia.gov
3				P	0	18100	A	A	A	07/10/2025		noemail@virginia.gov
4				P	0	18100	A	A	A	07/10/2025		noemail@virginia.gov
5				P	0	18100	A	A	A	07/10/2025		noemail@virginia.gov
6				P	0	18100	A	A	A	07/10/2025		noemail@virginia.gov

Multiple Active Jobs Query
V_HR_MULT_JOBS_QRY

REVISED: 9/1/2026

DESCRIPTION:
This query lists employees that have multiple active job records either in the same Agency or different Agencies (including employees on leave, layoff, or other active statuses).

NAVIGATION PATHS:
- Query Viewer > V_HR_MULT_JOBS_QRY
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_MULT_JOBS_QRY

INPUT / SEARCH CRITERIA:
As Of Date
Bus Unit (Leave Blank for All)
Employee ID (Blank for All)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **As Of Date** field is a required field.

Screenshot of the Multiple Active Jobs Query

V_HR_MULT_JOBS_QRY - Multiple Active Jobs Query

*As Of Date 06/01/2024
Bus Unit (Leave Blank for All)
Employee ID (Blank for All)
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All First 1-11 of 11 Last

Row	Emplid	Empl Rcd	Eff Seq	Effective Date	Business Unit	Company	Department	HR Status	Empl Status	Ben Status	Job Code	Grade	Empl Type	Empl Class
1		2	0	09/14/2022	VRSRT	VRA	99999	A	A	A	VRSRTO		S	RET
2		3	0	04/22/2024	50100	DOT	14066	A	A	A	W19013		H	GNW
3		2	0	09/14/2022	VRSRT	VRA	99999	A	A	A	VRSRTO		S	RET
4		3	1	04/22/2024	50100	DOT	14042	A	A	A	W39073		H	GNW
5		1	0	10/01/2023	VRSRT	VRA	99999	A	A	A	VRSRTO		S	RET
6		2	0	04/22/2024	50100	DOT	10021	A	A	A	W39051		H	GNW
7		0	0	12/15/2023	29400	SWV	294042	A	A	A	W89011		H	STU
8		1	1	05/20/2024	50100	DOT	10196	A	A	A	W39072		H	GNW
9		1	0	04/10/2024	60200	MAS	7043000	A	A	A	W39112		H	GNW
10		2	0	05/20/2024	50100	DOT	10017	A	A	A	W19211		H	GNW
11		1	0	03/25/2024	50100	DOT	10154	A	A	A	19013	3	S	CLS

Performance Ratings Audit Query
V_PERFORMANCE_RATINGS_AUDIT

REVISED: 09/1/2026

DESCRIPTION:
This query details changes made on the **Performance Ratings** page including deleted rows. The results include the **Performance Ratings** fields, User ID/username of the user who made the change, and the date the change was made.

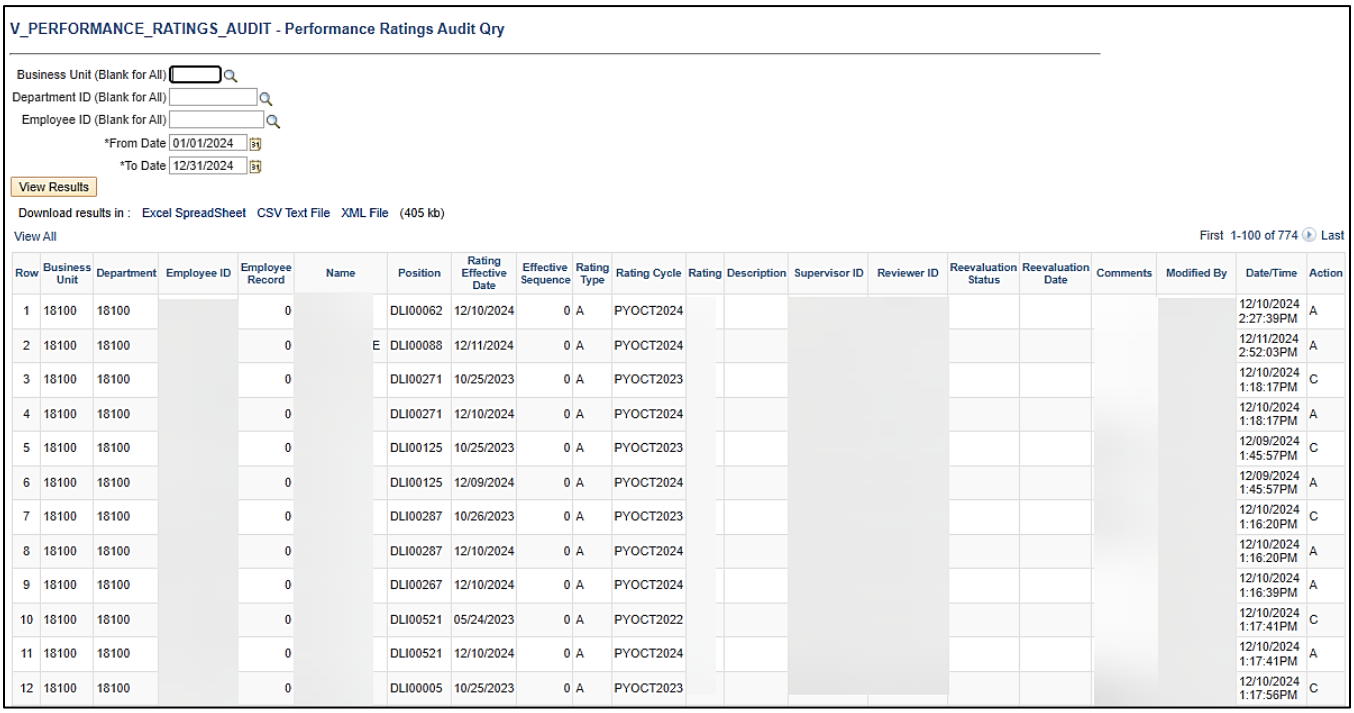
NAVIGATION PATHS:
- Query Viewer > V_PERFORMANCE_RATINGS_AUDIT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PERFORMANCE_RATINGS_AUDIT

INPUT / SEARCH CRITERIA:
Business Unit
Department ID
Employee ID
From Date
To Date

OUTPUT FORMAT:
Excel
CSV

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Performance Ratings Audit Query



Row	Business Unit	Department	Employee ID	Employee Record	Name	Position	Rating Effective Date	Effective Sequence	Rating Type	Rating Cycle	Rating	Description	Supervisor ID	Reviewer ID	Reevaluation Status	Reevaluation Date	Comments	Modified By	Date/Time	Action
1	18100	18100		0		DLI00062	12/10/2024	0	A	PYOCT2024									12/10/2024 2:27:39PM	A
2	18100	18100		0	E	DLI00088	12/11/2024	0	A	PYOCT2024									12/11/2024 2:52:03PM	A
3	18100	18100		0		DLI00271	10/25/2023	0	A	PYOCT2023									12/10/2024 1:18:17PM	C
4	18100	18100		0		DLI00271	12/10/2024	0	A	PYOCT2024									12/10/2024 1:18:17PM	A
5	18100	18100		0		DLI00125	10/25/2023	0	A	PYOCT2023									12/09/2024 1:45:57PM	C
6	18100	18100		0		DLI00125	12/09/2024	0	A	PYOCT2024									12/09/2024 1:45:57PM	A
7	18100	18100		0		DLI00287	10/26/2023	0	A	PYOCT2023									12/10/2024 1:16:20PM	C
8	18100	18100		0		DLI00287	12/10/2024	0	A	PYOCT2024									12/10/2024 1:16:20PM	A
9	18100	18100		0		DLI00267	12/10/2024	0	A	PYOCT2024									12/10/2024 1:16:39PM	A
10	18100	18100		0		DLI00521	05/24/2023	0	A	PYOCT2022									12/10/2024 1:17:41PM	C
11	18100	18100		0		DLI00521	12/10/2024	0	A	PYOCT2024									12/10/2024 1:17:41PM	A
12	18100	18100		0		DLI00005	10/25/2023	0	A	PYOCT2023									12/10/2024 1:17:56PM	C

Personal Data Mass Upld Query
V_HR_PERSONAL_MASS_DATA_CHANGE

REVISED: 9/1/2026

DESCRIPTION:
This query should be used by the Agency HR to extract the necessary data to populate the data changes to the **HR558 Personal Data Mass Upload Template**. The **HR558 Personal Data Mass Upload Template** can be used to update an employee's email option, business email address, personal email address, business phone number, mobile/cell phone number, and citizenship. Any uploaded information will overwrite existing data.

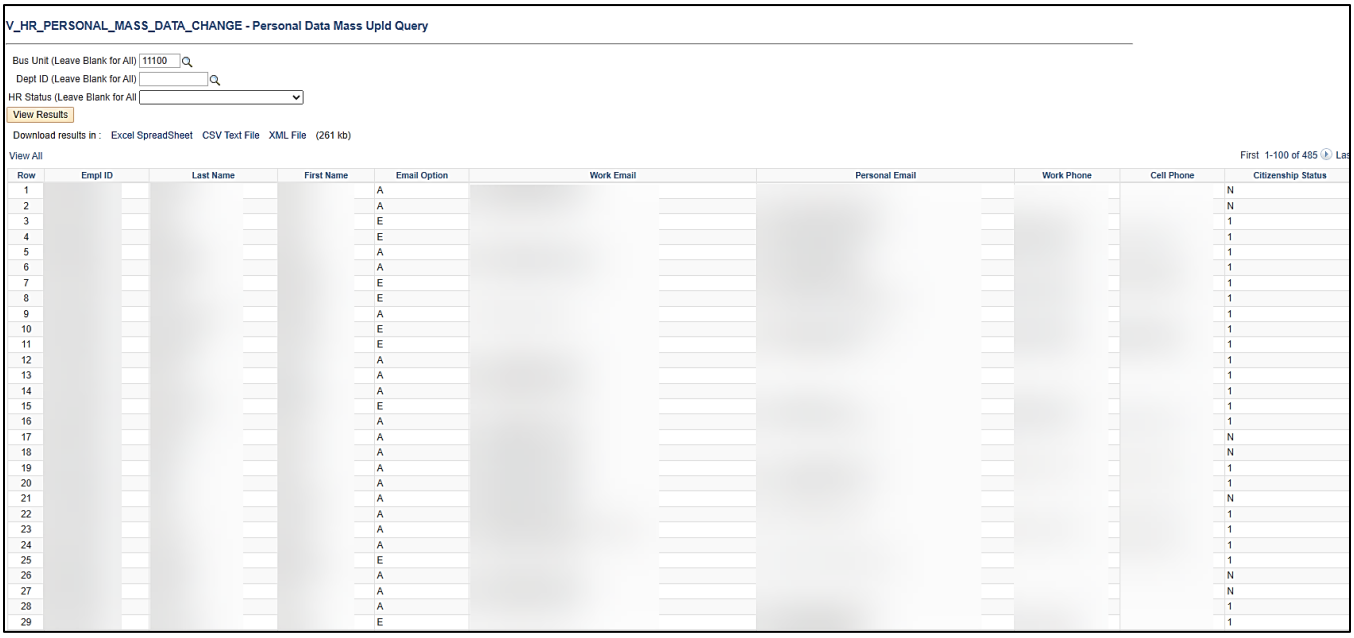
Note: A change to an employee's preferred email address may impact the employee's ability to access Cardinal.

NAVIGATION PATHS:
Query Viewer > V_HR_PERSONAL_MASS_DATA_CHANGE
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_PERSONAL_MASS_DATA_CHANGE

INPUT / SEARCH CRITERIA:
Bus Unit (Leave Blank for All)
Dept ID (Leave Blank for All)
HR Status (Leave Blank for All)

OUTPUT FORMAT:
Excel
CSV

Screenshot of the Personal Data Mass Upload Query



Row	Empl ID	Last Name	First Name	Email Option	Work Email	Personal Email	Work Phone	Cell Phone	Citizenship Status
1				A					N
2				A					N
3				E					1
4				E					1
5				A					1
6				A					1
7				E					1
8				E					1
9				A					1
10				E					1
11				E					1
12				A					1
13				A					1
14				A					1
15				E					1
16				A					1
17				A					N
18				A					N
19				A					1
20				A					1
21				A					N
22				A					1
23				A					1
24				A					1
25				E					1
26				A					N
27				A					N
28				A					1
29				E					1

Performance Ratings Mass Upload Query
V_HR_PERFORMANCE_RATING

REVISED: 9/1/2026

DESCRIPTION:
This query should be used by the Agency HR to extract the necessary data to populate the data changes to the **HR371 Performance Rating Mass Upload Template**.

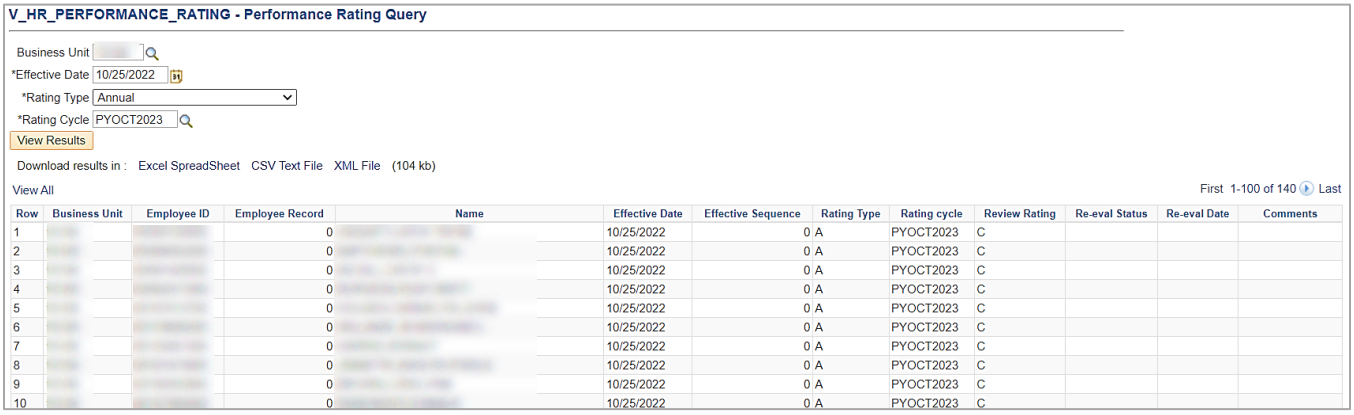
NAVIGATION PATHS:
- Query Viewer > V_HR_PERFORMANCE_RATING
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_PERFORMANCE_RATING

INPUT / SEARCH CRITERIA:
Business Unit
Effective Date
Rating Type
Rating Cycle

OUTPUT FORMAT:
Excel
CSV

ADDITIONAL INFORMATION:
The **Effective Date**, **Rating Type**, and **Rating Cycle** fields are required fields.

Screenshot of the Performance Rating Mass Upload Query



Row	Business Unit	Employee ID	Employee Record	Name	Effective Date	Effective Sequence	Rating Type	Rating cycle	Review Rating	Re-eval Status	Re-eval Date	Comments
1			0		10/25/2022	0	A	PYOCT2023	C			
2			0		10/25/2022	0	A	PYOCT2023	C			
3			0		10/25/2022	0	A	PYOCT2023	C			
4			0		10/25/2022	0	A	PYOCT2023	C			
5			0		10/25/2022	0	A	PYOCT2023	C			
6			0		10/25/2022	0	A	PYOCT2023	C			
7			0		10/25/2022	0	A	PYOCT2023	C			
8			0		10/25/2022	0	A	PYOCT2023	C			
9			0		10/25/2022	0	A	PYOCT2023	C			
10			0		10/25/2022	0	A	PYOCT2023	C			

Personal Data Query
V_HR_PERSONAL_DATA

REVISED: 9/1/2026

DESCRIPTION:
This query displays personal data and employment status as of a specific date. The **Exclude Contact Information** field is used to assist Agencies with identifying employees whose contact information is omitted from employee and active directory extracts. This query may not return personal data if the hire is future dated.

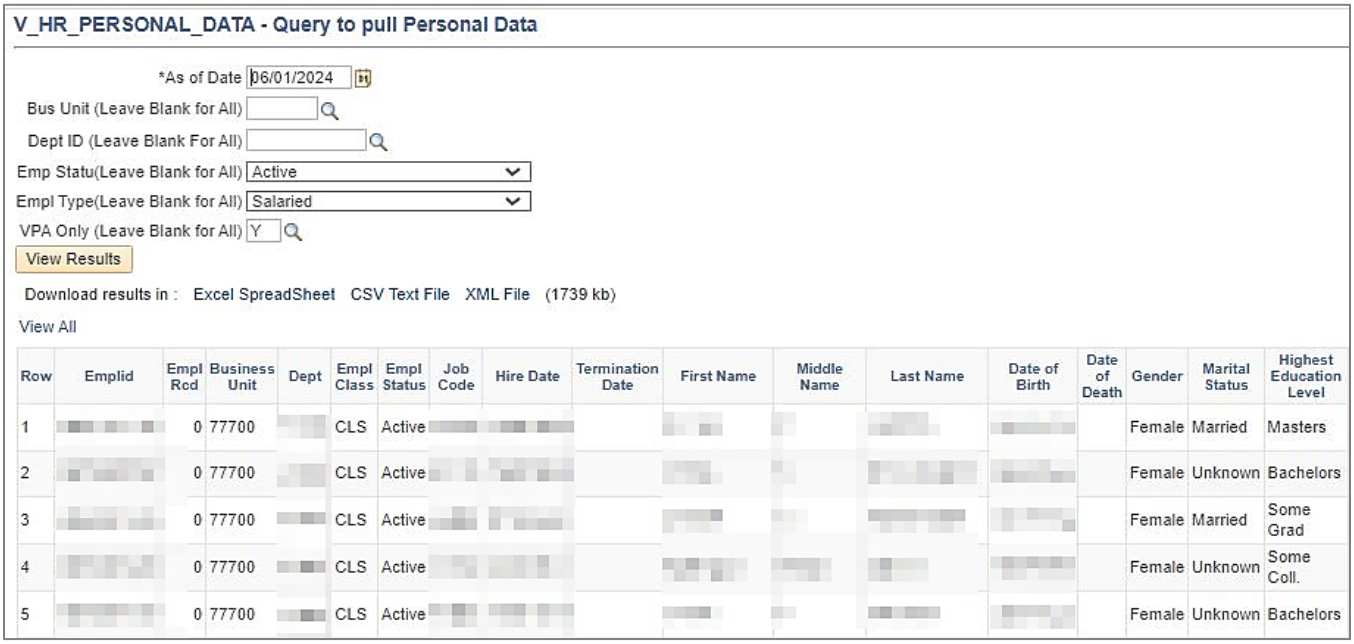
NAVIGATION PATHS:
- Query Viewer > V_HR_PERSONAL_DATA
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_PERSONAL_DATA

INPUT / SEARCH CRITERIA:
As of Date
Bus Unit (Leave Blank for All)
Dept ID (Leave Blank for All)
Emp Status ((Leave Blank for All)
Empl Type (Leave Blank for All)
VPA Only (Leave Blank for All)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **As of Date** field is a required field.

Screenshot of the Personal Data Query



Row	Emplid	Empl Rcd	Business Unit	Dept	Empl Class	Empl Status	Job Code	Hire Date	Termination Date	First Name	Middle Name	Last Name	Date of Birth	Date of Death	Gender	Marital Status	Highest Education Level
1		0	77700		CLS	Active									Female	Married	Masters
2		0	77700		CLS	Active									Female	Unknown	Bachelors
3		0	77700		CLS	Active									Female	Married	Some Grad
4		0	77700		CLS	Active									Female	Unknown	Some Coll.
5		0	77700		CLS	Active									Female	Unknown	Bachelors

Screenshot of the Personal Data Query (scrolled right)

Address 1	Address 2	City	State	Postal Code	Phone Type	Phone Number	Extension	Email Type	Email Address	Ethnic Group -1	Ethnic Group -2	Ethnic Group -3	Military Status	Description	Citizenship	Exclude Contact Information
			VA		BUSN			BUSN					1	Not indicated	Native	N
			VA		BUSN			BUSN					1	Not indicated	Native	N
			VA		BUSN			BUSN					1	Not indicated	Native	N
			VA		BUSN			BUSN					1	Not indicated	Native	N
			VA		BUSN			BUSN					1	Not indicated	Native	N

Position Data Information Query
V_HR_POSITION_DATA

REVISED: 9/1/2026

DESCRIPTION:
This query provides an extract of position data for Agency HR Administrators and DHRM Operations.

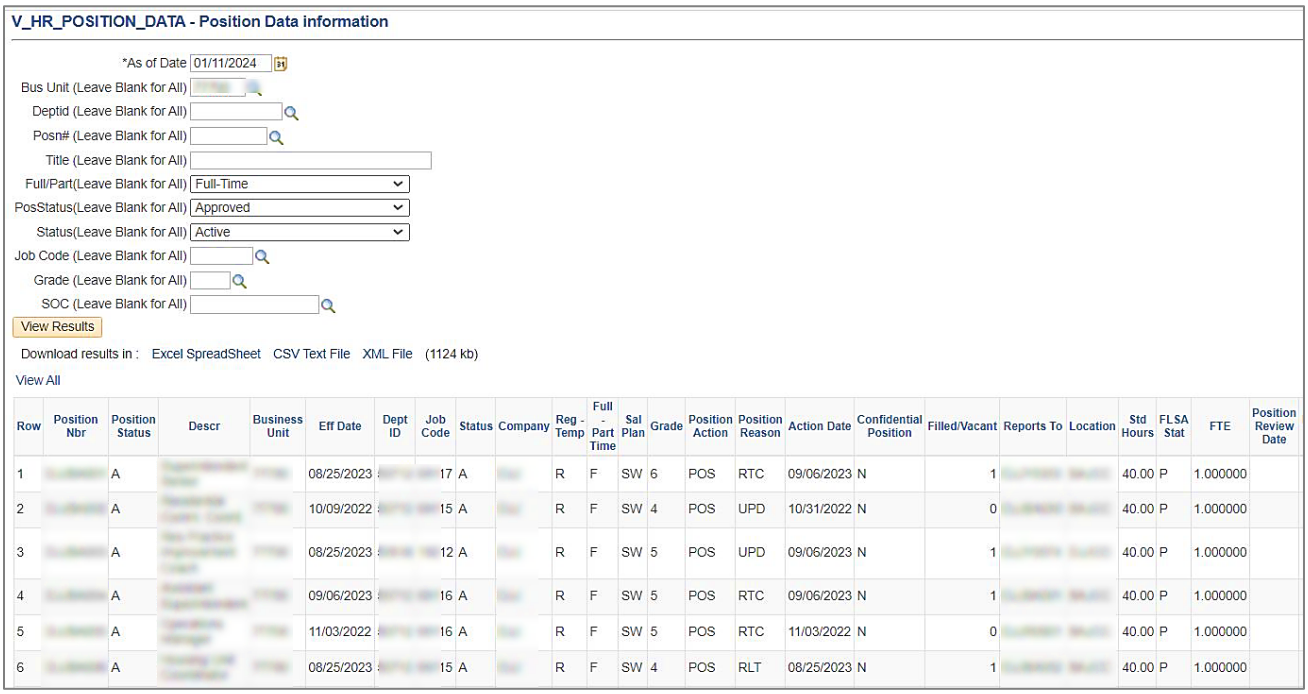
NAVIGATION PATHS:
- Query Viewer > V_HR_POSITION_DATA
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_POSITION_DATA

INPUT / SEARCH CRITERIA:
As of Date
Bus Unit (Leave Blank for All)
Deptid (Leave Blank for All)
Posn# (Leave Blank for All)
Title (Leave Blank for All)
Full/Part (Leave Blank for All)
Pos Status (Leave Blank for All)
Status (Leave Blank for All)
Job Code (Leave Blank for All)
Grade (Leave Blank for All)
SOC (Leave Blank for All)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **As of Date** field is a required field.

Screenshot of the Position Data Information Query



V_HR_POSITION_DATA - Position Data information

*As of Date 01/11/2024
Bus Unit (Leave Blank for All)
Deptid (Leave Blank for All)
Posn# (Leave Blank for All)
Title (Leave Blank for All)
Full/Part(Leave Blank for All) Full-Time
PosStatus(Leave Blank for All) Approved
Status(Leave Blank for All) Active
Job Code (Leave Blank for All)
Grade (Leave Blank for All)
SOC (Leave Blank for All)

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1124 kb)

View All

Row	Position Nbr	Position Status	Descr	Business Unit	Eff Date	Dept ID	Job Code	Status	Company	Reg - Temp	Full - Part Time	Sal Plan	Grade	Position Action	Position Reason	Action Date	Confidential Position	Filled/Vacant	Reports To	Location	Std Hours	FLSA Stat	FTE	Position Review Date
1	[illegible]	A	[illegible]	[illegible]	08/25/2023	[illegible]	17	A	[illegible]	R	F	SW	6	POS	RTC	09/06/2023	N	1	[illegible]	[illegible]	40.00	P	1.000000	
2	[illegible]	A	[illegible]	[illegible]	10/09/2022	[illegible]	15	A	[illegible]	R	F	SW	4	POS	UPD	10/31/2022	N	0	[illegible]	[illegible]	40.00	P	1.000000	
3	[illegible]	A	[illegible]	[illegible]	08/25/2023	[illegible]	12	A	[illegible]	R	F	SW	5	POS	UPD	09/06/2023	N	1	[illegible]	[illegible]	40.00	P	1.000000	
4	[illegible]	A	[illegible]	[illegible]	09/06/2023	[illegible]	16	A	[illegible]	R	F	SW	5	POS	RTC	09/06/2023	N	1	[illegible]	[illegible]	40.00	P	1.000000	
5	[illegible]	A	[illegible]	[illegible]	11/03/2022	[illegible]	16	A	[illegible]	R	F	SW	5	POS	RTC	11/03/2022	N	0	[illegible]	[illegible]	40.00	P	1.000000	
6	[illegible]	A	[illegible]	[illegible]	08/25/2023	[illegible]	15	A	[illegible]	R	F	SW	4	POS	RLT	08/25/2023	N	1	[illegible]	[illegible]	40.00	P	1.000000	

Screenshot of the Position Data Information Query (scrolled right)

Position Months	Position Economic Interests	Position EEO Code	Position Safety Sensitive Ind	SOC	Position Alternate Work Schedu	Sensitive Position code	Position Agency Field1	Position Agency Field 2	Position Agency Field 3	Supervisor's Position Number	Workers Comp Hazard code	Position License 1	Position Licenses 2	Position Licenses 3	Critical-Hard-to-Hire	VPA Covered	Supv Lvl	Drug Program
12.00	Y	1	Y	[illegible]	Y	N		[illegible]	000000000	[illegible]	7720				N	Y	M	N
12.00	N	4	N	[illegible]	N	N			0000000000	[illegible]	7720				N	Y	S	N
12.00	N	4	N	[illegible]	N	N			0000000000	[illegible]	7720				N	Y	S	N
12.00	N	1	Y	[illegible]	N	Y			0000000000	[illegible]	7720				N	Y	M	N
12.00	N	1	N	[illegible]	N	Y			0000000000	[illegible]	7720				N	Y	M	N

Position Data Upload Error Query
V_HR_POSITION_UPLOAD_ERROR

REVISED: 9/1/2026

DESCRIPTION:
This query will select the data from the HR006/RHR041 Position Data Upload Error Table and generate the data into a workable excel file that includes error and warning messages. Further, this query is used to research and review Position Upload Errors. The Agency HR, DHRM, Payroll Service Bureau, and PPS use this query.

This query will provide interfacing Agencies the ability to view Position Data Upload errors created when loading data from Agency systems into Cardinal. This query is used to produce excel (or any format supported by query) output to allow end users to manipulate data as needed.

NAVIGATION PATHS:
- Query Viewer > V_HR_POSITION_UPLOAD_ERROR
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_POSITION_UPLOAD_ERROR

INPUT / SEARCH CRITERIA:
Business Unit (Required)
Company (Leave Blank for All)
Date From (Required)
Date To (Required: must be > or = to Date From)

OUTPUT FORMAT:
HTML
Excel
CSV

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required. This query may be run by submitting Agencies only, not by child Agencies who do not have access to submitting Agencies' data. The **Business Unit** parameter field is the submitting Agency Business Unit and the **Company** fields may be specified if multiple companies are included within the submitting Agency's purview.

Screenshot of the Position Data Upload Error Query

V_HR_POSITION_UPLOAD_ERROR - Position Data Upload Error Rpt

*Business Unit 99900
Company (Blank for All)
*Date From 01/01/2025
*Date To 01/30/2025
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)
View All
First 1-2 of 2 Last

Row	Business Unit	Company	Position	Line Number	Error Field Name	Field Value	Error Type	Error Description	File Name	Upload Date	Total File Count	Total File Processed	Total File Errors	Total File Warnings
1	99900	ABC	ABCW0JGR	2	ACTION_REASON	NEW	W	New Position Added with Dept ChartField Defaults. If change in ChartField is required make updates to the Position Default ChartField.	99900_HR006_IN_01062025_1730_001.DAT	01/06/2025	1	1	0	1
2									99900_HR006_IN_01082025_1730_001.DAT	01/08/2025	1	1	0	0

Position Default Funding Query
V_HR_POSN_DFLT_EMPL_DATA

REVISED: 9/1/2026

DESCRIPTION:
This query pulls Position and/or Department Level Default Funding for incumbents and includes the employee's name, Position Number, and pay rate (compensation). This query is used by HR Administrators and Budget Processors to verify position type, funding, and distribution percentages.

This query will return Departments established for all positions where the funding has not been established at the department or position level. The funding columns and fiscal year will display as blank and/or “zero”.

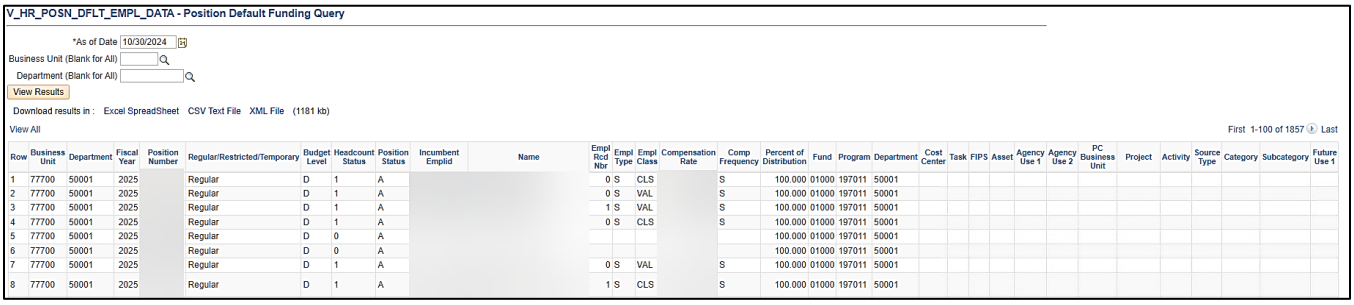
NAVIGATION PATHS:
- Query Viewer > V_HR_POSN_DFLT_EMPL_DATA
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_POSN_DFLT_EMPL_DATA

INPUT / SEARCH CRITERIA:
As of Date
Business Unit (Blank for All)
Department (Blank for All)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **As of Date** field is a required field.

Screenshot of the Position Default Funding by Employee



Row	Business Unit	Department	Fiscal Year	Position Number	Regular/Restricted/Temporary	Budget Level	Headcount Status	Position Status	Incumbent Emplid	Name	Empl Rcd Nbr	Empl Type	Empl Class	Compensation Rate	Comp Frequency	Percent of Distribution	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Future Use 1
1	77700	50001	2025		Regular	D	1	A			0	S	CLS		S	100.000	01000	197011	50001													
2	77700	50001	2025		Regular	D	1	A			0	S	VAL		S	100.000	01000	197011	50001													
3	77700	50001	2025		Regular	D	1	A			1	S	VAL		S	100.000	01000	197011	50001													
4	77700	50001	2025		Regular	D	1	A			0	S	CLS		S	100.000	01000	197011	50001													
5	77700	50001	2025		Regular	D	0	A								100.000	01000	197011	50001													
6	77700	50001	2025		Regular	D	0	A								100.000	01000	197011	50001													
7	77700	50001	2025		Regular	D	1	A			0	S	VAL		S	100.000	01000	197011	50001													
8	77700	50001	2025		Regular	D	1	A			1	S	CLS		S	100.000	01000	197011	50001													

Privatization Query
V_HR_PRIVATIZED

REVISED: 9/1/2026

DESCRIPTION:
This query identifies positions with the **Privatization** flag checked within a given time period. This query is for DHRM to monitor positions that have been privatized.

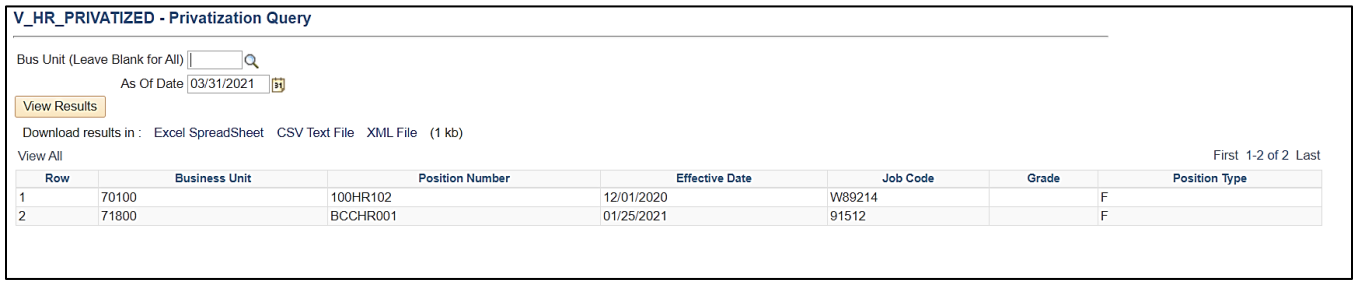
NAVIGATION PATHS:
- Query Viewer > V_HR_PRIVATIZED
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_PRIVATIZED

INPUT / SEARCH CRITERIA:
Bus Unit (Leave Blank for All)
As Of Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **As Of Date** field is a required field.

Screenshot of the Privatization Query



Row	Business Unit	Position Number	Effective Date	Job Code	Grade	Position Type
1	70100	100HR102	12/01/2020	W89214		F
2	71800	BCCHR001	01/25/2021	91512		F

Rewards and Recognition Audit Query
V_HR_REWARD_RECOG_AUDIT

REVISED: 9/1/2026

DESCRIPTION: This query will display details of all changes to Rewards and Recognition including the User ID and name of the user who made the change, the date of the change, and the action (Add, Delete, or Update). The end users of this query are DHRM and Agency HR Administrators.

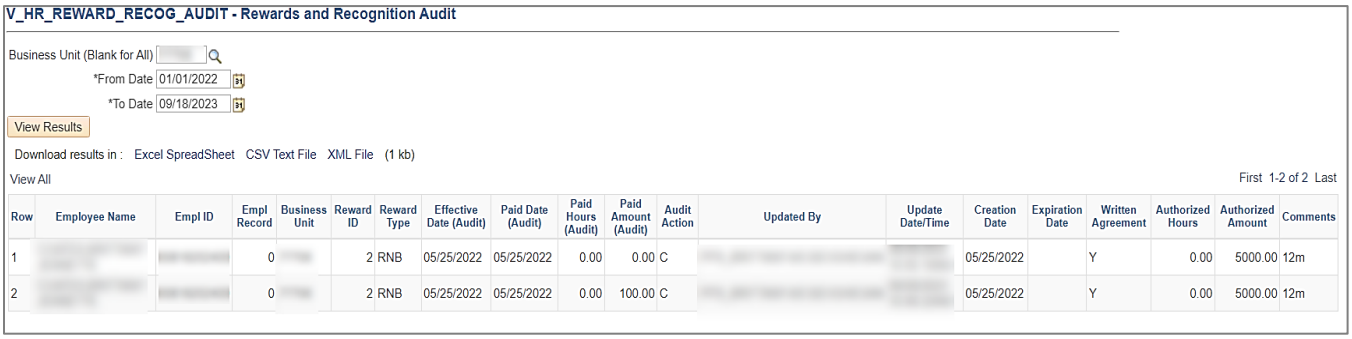
NAVIGATION PATHS:
- Query Viewer > V_HR_REWARD_RECOG_AUDIT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_REWARD_RECOG_AUDIT

INPUT / SEARCH CRITERIA:
Bus Unit (Leave Blank for All)
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required.

Screenshot of the Rewards and Recognition Audit Query



V_HR_REWARD_RECOG_AUDIT - Rewards and Recognition Audit

Business Unit (Blank for All)
*From Date 01/01/2022
*To Date 09/18/2023
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)
View All
First 1-2 of 2 Last

Row	Employee Name	Empl ID	Empl Record	Business Unit	Reward ID	Reward Type	Effective Date (Audit)	Paid Date (Audit)	Paid Hours (Audit)	Paid Amount (Audit)	Audit Action	Updated By	Update Date/Time	Creation Date	Expiration Date	Written Agreement	Authorized Hours	Authorized Amount	Comments
1			0		2	RNB	05/25/2022	05/25/2022	0.00	0.00	C			05/25/2022		Y	0.00	5000.00	12m
2			0		2	RNB	05/25/2022	05/25/2022	0.00	100.00	C			05/25/2022		Y	0.00	5000.00	12m

Rewards and Recognition Query
V_HR_REWARD_RECOGN_MASS_DATA

REVISED: 9/1/2026

DESCRIPTION:
This query serves two different purposes:

1. **New Reward** checkbox option selected: Used to extract employee data needed to begin building a **Rewards and Recognition Mass Upload Template**. Additional instructions are provided on the Template.
2. **New Reward** checkbox option not selected: Used as a query to provide employee Rewards already entered, including amounts Authorized and Paid.

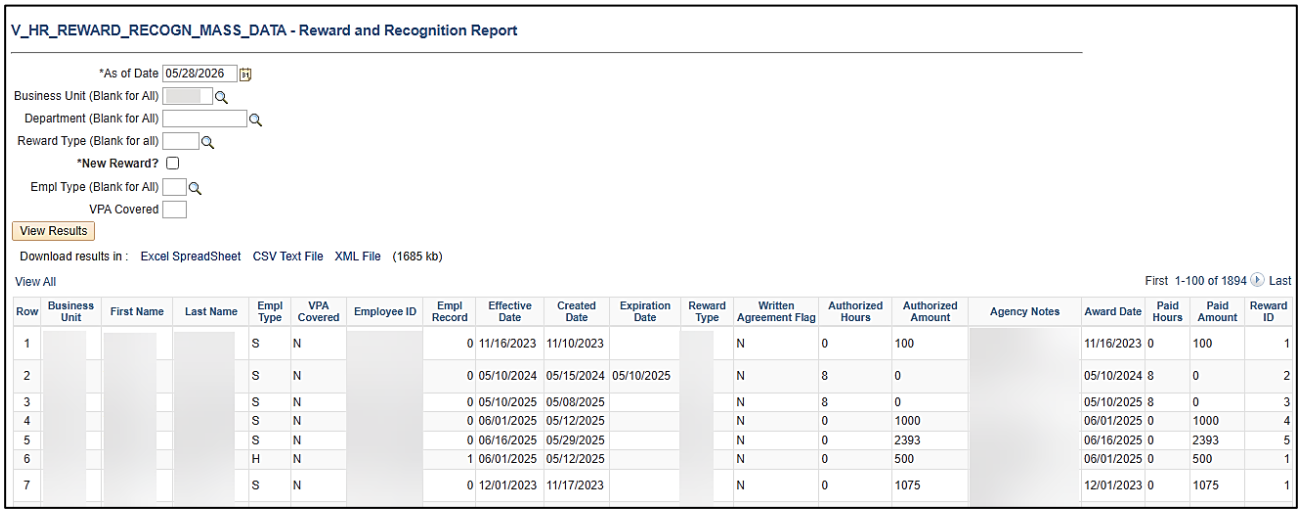
NAVIGATION PATHS:
- Query Viewer > V_HR_REWARD_RECOGN_MASS_DATA
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_REWARD_RECOGN_MASS_DATA

INPUT / SEARCH CRITERIA:
As of Date
Bus Unit (Leave Blank for All)
Department (Leave Blank for All)
Reward Type (Leave Blank for All)
New Reward
Empl Type (Leave Blank for All)
VPA Covered

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **As of Date** and **New Reward** fields are required fields.

Screenshot of the Rewards and Recognition Query



V_HR_REWARD_RECOGN_MASS_DATA - Reward and Recognition Report

*As of Date 05/28/2026
Business Unit (Blank for All)
Department (Blank for All)
Reward Type (Blank for all)
*New Reward?
Empl Type (Blank for All)
VPA Covered
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (1685 kb)
View All
First 1-100 of 1894 Last

Row	Business Unit	First Name	Last Name	Empl Type	VPA Covered	Employee ID	Empl Record	Effective Date	Created Date	Expiration Date	Reward Type	Written Agreement Flag	Authorized Hours	Authorized Amount	Agency Notes	Award Date	Paid Hours	Paid Amount	Reward ID
1				S	N		0	11/16/2023	11/10/2023			N	0	100		11/16/2023	0	100	1
2				S	N		0	05/10/2024	05/15/2024	05/10/2025		N	8	0		05/10/2024	8	0	2
3				S	N		0	05/10/2025	05/08/2025			N	8	0		05/10/2025	8	0	3
4				S	N		0	06/01/2025	05/12/2025			N	0	1000		06/01/2025	0	1000	4
5				S	N		0	06/16/2025	05/29/2025			N	0	2393		06/16/2025	0	2393	5
6				H	N		1	06/01/2025	05/12/2025			N	0	500		06/01/2025	0	500	1
7				S	N		0	12/01/2023	11/17/2023			N	0	1075		12/01/2023	0	1075	1

Rewards Review Query
V_HR_REWARDS_TRANSACTIONS

REVISED: 9/1/2026

DESCRIPTION:
This query should be used by Agency HR, DHRM, PPS, and PSB to identify employees that may be eligible for rewards and recognition using the timeframe the reward(s) data was entered (the date keyed, not the effective date) in the **Rewards** page in Cardinal. The results of this query do not include leave reward data only entered in Absence Management.

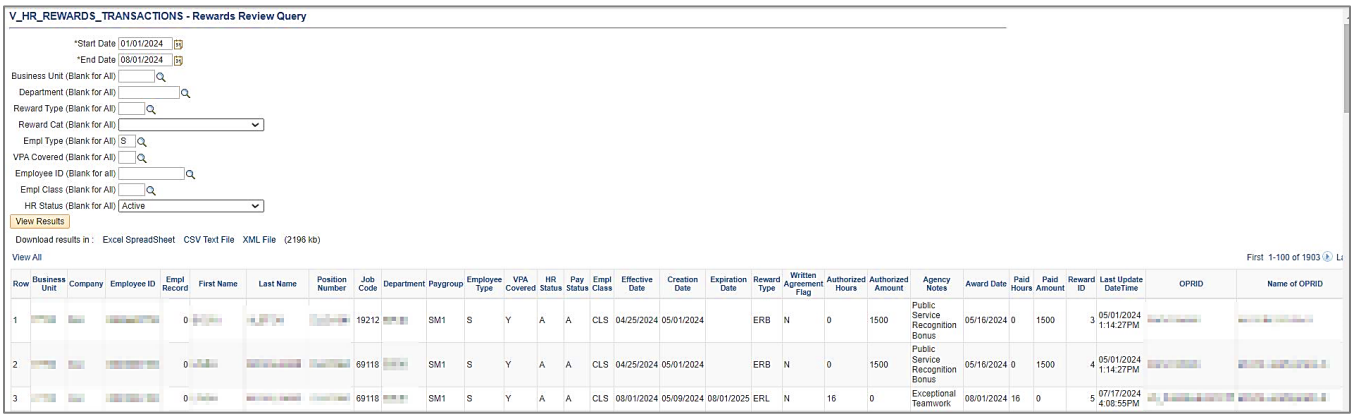
NAVIGATION PATHS:
- Query Viewer > V_HR_REWARDS_TRANSACTIONS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_REWARDS_TRANSACTIONS

INPUT / SEARCH CRITERIA:
Start Date
End Date
Business Unit (Blank for All)
Department (Blank for All)
Reward Type (Blank for All)
Reward Cat (Blank for All)
Empl Type (Blank for All)
VPA Covered (Blank for All)
Emplid (Blank for All)
Empl Class (Blank for All)
HR Status (Blank for All)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Start Date** and **End Date** fields are required fields.

Screenshot of the Rewards Review Query



Row	Business Unit	Company	Employee ID	Empl Record	First Name	Last Name	Position Number	Job Code	Department	Paygroup	Employee Type	VPA Covered	HR Status	Pay Status	Empl Class	Effective Date	Creation Date	Expiration Date	Reward Type	Written Agreement Flag	Authorized Hours	Authorized Amount	Agency Notes	Award Date	Paid Hours	Paid Amount	Reward ID	Last Update DateTime	OPRID	Name of OPRID
1	[redacted]	[redacted]	[redacted]	0	[redacted]	[redacted]	[redacted]	19212	[redacted]	SM1	S	Y	A	A	CLS	04/25/2024	05/01/2024		ERB	N	0	1500	Public Service Recognition Bonus	05/16/2024	0	1500	3	05/01/2024 1:14:27PM	[redacted]	[redacted]
2	[redacted]	[redacted]	[redacted]	0	[redacted]	[redacted]	[redacted]	69118	[redacted]	SM1	S	Y	A	A	CLS	04/25/2024	05/01/2024		ERB	N	0	1500	Public Service Recognition Bonus	05/16/2024	0	1500	4	05/01/2024 1:14:27PM	[redacted]	[redacted]
3	[redacted]	[redacted]	[redacted]	0	[redacted]	[redacted]	[redacted]	69118	[redacted]	SM1	S	Y	A	A	CLS	08/01/2024	05/09/2024	08/01/2025	ERL	N	16	0	Exceptional Teamwork	08/01/2024	16	0	5	07/17/2024 4:08:55PM	[redacted]	[redacted]

Salary Grade Query
V_HR_SAL_GRADE

REVISED: 9/1/2026

DESCRIPTION:
This query provides existing Salary Plan structures associated with the Agency Head (AH), as well as VPA Statewide (SW), and Northern Virginia (NV) Salary Plans using a SET ID of “STATE”. The Salary Plans of FA, WG, and UG are set up under their respective Job Codes and can be reviewed using the **V_HR_JOBCODE_SALARY** query.

NAVIGATION PATHS:
- Query Viewer > V_HR_SAL_GRADE
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_SAL_GRADE

INPUT / SEARCH CRITERIA:
Set ID
Salary Plan

OUTPUT FORMAT:
HTML
Excel

Screenshot of the Salary Grade Query

V_HR_SAL_GRADE - Salary Grade Query

Set ID
Salary Plan
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (174 kb)

View All

First 1-100 of 733 Last

Row	Set ID	Salary Plan	Salary Grade	Effective Date	Effective Status	Description	Min Annual Salary	Mid Annual Salary	Max Annual Salary
1	15600	AH	156	06/10/2025	A	Agency Head, DSP	0.000	121545.000	243090.000
2	15600	NV	1	06/10/2025	A	Northern VA Extended Range 1	28360.000	55410.000	82460.000
3	15600	NV	2	06/10/2025	A	Northern VA Extended Range 2	30511.000	66394.500	102278.000
4	15600	NV	3	06/10/2025	A	Northern VA Extended Range 3	33828.000	76297.000	118766.000
5	15600	NV	4	06/10/2025	A	Northern VA Extended Range 4	44192.000	96949.500	149707.000
6	15600	NV	5	06/10/2025	A	Northern VA Extended Range 5	57733.000	123931.500	190130.000
7	15600	NV	6	06/10/2025	A	Northern VA Extended Range 6	75423.000	159181.500	242940.000
8	15600	NV	7	06/10/2025	A	Northern VA Extended Range 7	98535.000	193605.500	288676.000
9	15600	NV	8	06/10/2025	A	Northern VA Extended Range 8	128721.000	250298.000	371875.000
10	15600	NV	9	06/10/2025	A	Northern VA Extended Range 9	168166.000	397303.500	626441.000
11	15600	SW	1	06/10/2025	A	Statewide Salary Grade 1	28360.000	46995.500	65631.000
12	15600	SW	2	06/10/2025	A	Statewide Salary Grade 2	30511.000	55693.000	80875.000
13	15600	SW	3	06/10/2025	A	Statewide Salary Grade 3	33828.000	63692.500	93557.000
14	15600	SW	4	06/10/2025	A	Statewide Salary Grade 4	44192.000	80776.000	117360.000
15	15600	SW	4A	06/10/2025	A	Statewide Alternate Grade 4A	57733.000	123931.500	190130.000
16	15600	SW	5	06/10/2025	A	Statewide Salary Grade 5	57733.000	103094.000	148455.000
17	15600	SW	5A	06/10/2025	A	Statewide Alternate Grade 5A	57733.000	123931.500	190130.000
18	15600	SW	6	06/10/2025	A	Statewide Salary Grade 6	75423.000	132249.000	189075.000
19	15600	SW	7	06/10/2025	A	Statewide Salary Grade 7	98535.000	170343.500	242152.000
20	15600	SW	8	06/10/2025	A	Statewide Salary Grade 8	128721.000	220103.000	311485.000
21	15600	SW	9	06/10/2025	A	Statewide Salary Grade 9	168166.000	397303.500	626441.000
22	21400	AH	214	06/10/2025	A	Agency Head, LWU	0.000	101246.500	202493.000
23	21400	NV	1	06/10/2025	A	Northern VA Extended Range 1	28360.000	55410.000	82460.000
24	21400	NV	2	06/10/2025	A	Northern VA Extended Range 2	30511.000	66394.500	102278.000
25	21400	NV	3	06/10/2025	A	Northern VA Extended Range 3	33828.000	76297.000	118766.000
26	21400	NV	4	06/10/2025	A	Northern VA Extended Range 4	44192.000	96949.500	149707.000
27	21400	NV	5	06/10/2025	A	Northern VA Extended Range 5	57733.000	123931.500	190130.000

Salary Grade/Step Query
V_HR_SALARY_GRADE_STEP_QUERY

REVISED: 9/1/2026

DESCRIPTION:
This query provides existing step structures within Agencies that are using salary steps. If the user has access to multiple Agencies, the table configuration values display for all applicable Business Units.

NAVIGATION PATHS:
- Query Viewer > V_HR_SALARY_GRADE_STEP_QUERY
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_SALARY_GRADE_STEP_QUERY

INPUT / SEARCH CRITERIA:
Set ID (blank for all)
Salary Plan (blank for all)

OUTPUT FORMAT:
HTML
Excel

Screenshot of the Salary Grade-Step Query

V_HR_SALARY_GRADE_STEP_QUERY - Salary Grade-Step Query

Set ID(blank for all)
Salary Plan(blank for all)
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (26 kb)

View All First 1-94 of 94 Last

Row	Set ID	Salary Plan	Effective Date	Grade	Step	Max Hourly Rate	Max Daily Rate	Max Monthly Rate	Max Annual Rate	Step Description
1	19400	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 36750-57,386
2	19400	SW	01/01/1901	4	1	0.000000	0.000	0.000	0.000	SW 4.1 = 46200-78,348
3	19400	SW	01/01/1901	5	1	0.000000	0.000	0.000	0.000	SW 5.1 = 71951-111,102
4	20300	NV	01/01/1901	4	1	0.000000	0.000	0.000	0.000	NV 1.1 = 51,938-112,040
5	20300	SW	01/01/1901	1	1	0.000000	0.000	0.000	0.000	SW 1.1 = 20,490-49,117
6	20300	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 29148-70,017
7	20300	SW	01/01/1901	3	2	0.000000	0.000	0.000	0.000	SW 3.2 = 30,239-70,017
8	20300	SW	01/01/1901	3	3	0.000000	0.000	0.000	0.000	SW 3.3 = 31,613-70,017
9	20300	SW	01/01/1901	4	1	0.000000	0.000	0.000	0.000	SW 4.1 = 37,506-70,017
10	20300	SW	01/01/1901	4	2	0.000000	0.000	0.000	0.000	SW 4.2 = 37,506-87,831
11	20300	SW	01/01/1901	4	3	0.000000	0.000	0.000	0.000	SW 4.3 = 38,922-87,831
12	20300	SW	01/01/1901	4	4	0.000000	0.000	0.000	0.000	SW 3.3 = 35,315-87,831
13	20800	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 26,217-61,053
14	21400	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 29,253-57,386
15	21400	SW	01/01/1901	3	2	0.000000	0.000	0.000	0.000	SW 3.2 = 38,267-70,017

Teleworker Mass Upload Query
V_HR_TELEWORK_MASS_UPLOAD

REVISED: 9/1/2026

DESCRIPTION:
This query will extract telework agreement data from Cardinal. Agencies should use this query to extract the information needed to populate the data changes to the **HR520 Teleworker Mass Upload Template**.

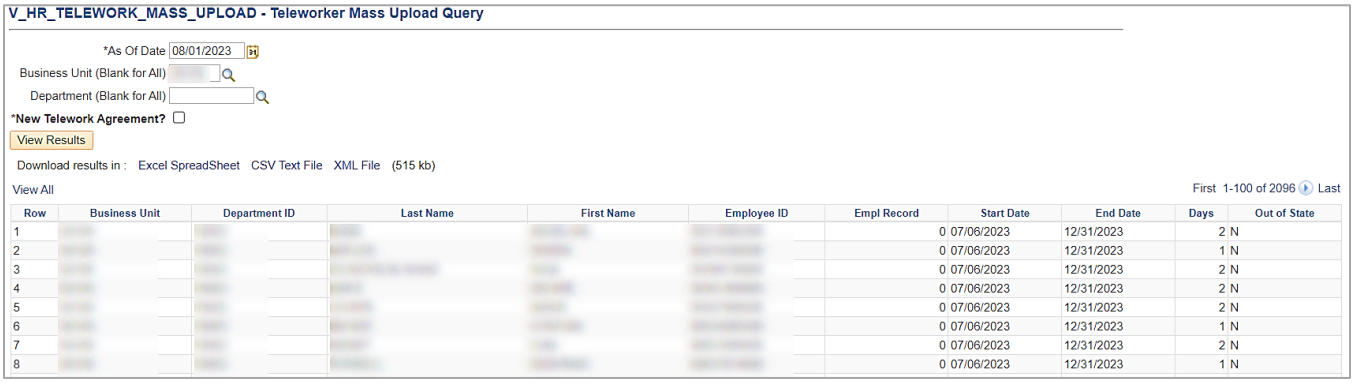
NAVIGATION PATHS:
- Query Viewer > V_HR_TELEWORK_MASS_UPLOAD
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_TELEWORK_MASS_UPLOAD

INPUT / SEARCH CRITERIA:
As Of Date
Business Unit (blank for all)
Department (blank for all)
New Telework Agreement (checkbox)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **As Of Date** field is a required field for this query.

Screenshot of the Teleworker Mass Upload Query



Row	Business Unit	Department ID	Last Name	First Name	Employee ID	Empl Record	Start Date	End Date	Days	Out of State
1						0	07/06/2023	12/31/2023	2	N
2						0	07/06/2023	12/31/2023	1	N
3						0	07/06/2023	12/31/2023	2	N
4						0	07/06/2023	12/31/2023	2	N
5						0	07/06/2023	12/31/2023	2	N
6						0	07/06/2023	12/31/2023	1	N
7						0	07/06/2023	12/31/2023	2	N
8						0	07/06/2023	12/31/2023	1	N

Seniority Date Review Query
V_HR_CMPNY_SENIORITY_DT_REVIEW

REVISED: 9/1/2026

DESCRIPTION:
This query identifies changes made to the company seniority date which is automatically updated when an Agency HR Administrator changes the Annual Leave Eligibility Date on the **Employment Data** page in Job Data. Agencies should use this query to identify missing Leave Eligibility and Company Seniority dates as well as who changed these date fields and when, because these fields populate to Absence Management and drive the employee leave accrual rates.

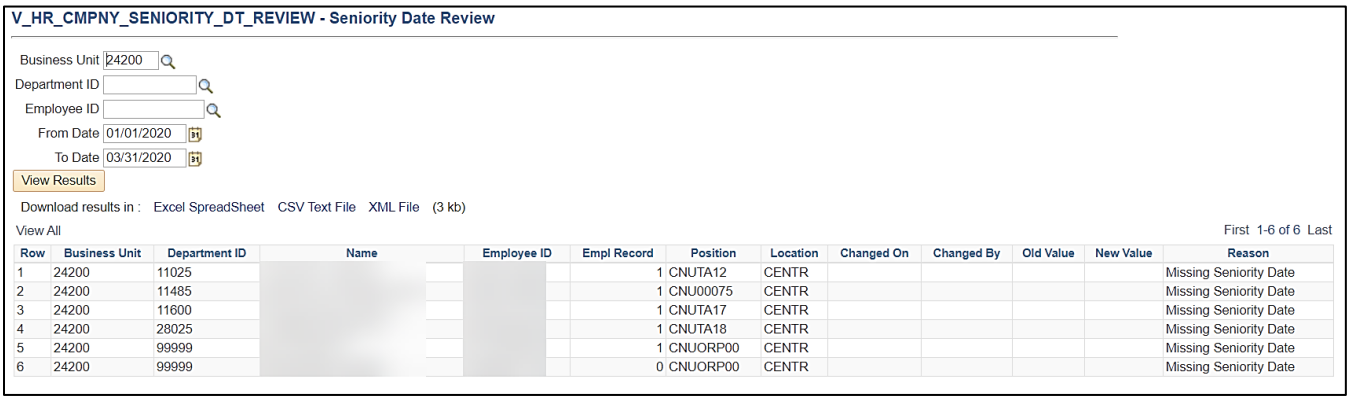
NAVIGATION PATHS:
- Query Viewer > V_HR_CMPNY_SENIORITY_DT_REVIEW
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_CMPNY_SENIORITY_DT_REVIEW

INPUT / SEARCH CRITERIA:
Business Unit
Department ID
Employee ID
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit**, **From Date**, and **To Date** fields are required fields.

Screenshot of the Seniority Date Review Query



Row	Business Unit	Department ID	Name	Employee ID	Empl Record	Position	Location	Changed On	Changed By	Old Value	New Value	Reason
1	24200	11025			1	CNUTA12	CENTR					Missing Seniority Date
2	24200	11485			1	CNU00075	CENTR					Missing Seniority Date
3	24200	11600			1	CNUTA17	CENTR					Missing Seniority Date
4	24200	28025			1	CNUTA18	CENTR					Missing Seniority Date
5	24200	99999			1	CNUORP00	CENTR					Missing Seniority Date
6	24200	99999			0	CNUORP00	CENTR					Missing Seniority Date

Temporary SSN Query
V_HR_WAGE_EE_TEMP_SSN

REVISED: 9/1/2026

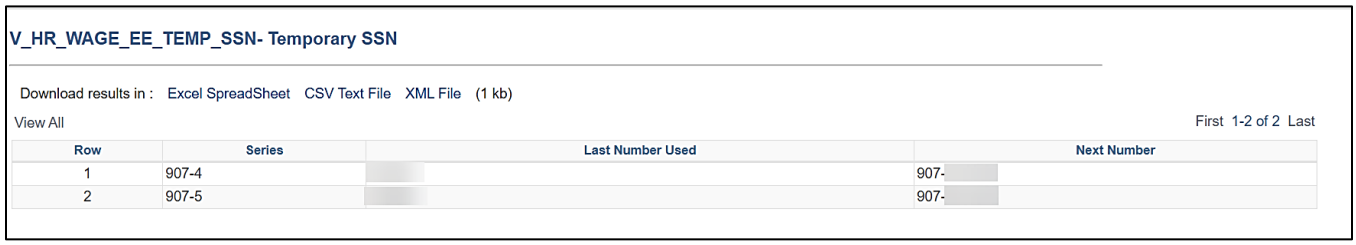
DESCRIPTION:
This query is used by agency HR Administrators to identify the last temporary SSN used in the 907-4 and 907-5 sequence including numbers that were used and removed within Cardinal. This query should be utilized when assigning temporary SSN's for non-VRS employees (i.e., hourly) and provides the next available number in the sequence for use.

NAVIGATION PATHS:
- Query Viewer > V_HR_WAGE_EE_TEMP_SSN
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_WAGE_EE_TEMP_SSN

INPUT / SEARCH CRITERIA:
None

OUTPUT FORMAT:
HTML
Excel

Screenshot of the Temporary SSN Query



V_HR_WAGE_EE_TEMP_SSN- Temporary SSN

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All First 1-2 of 2 Last

Row	Series	Last Number Used	Next Number
1	907-4		907-
2	907-5		907-

Terminated Employee Query for DGS
V_HR_DGS_TERM_EMPLOYEES

REVISED: 9/1/2026

DESCRIPTION:
This query provides Department of General Services (DGS) the ability to identify terminated employees to support building security access.

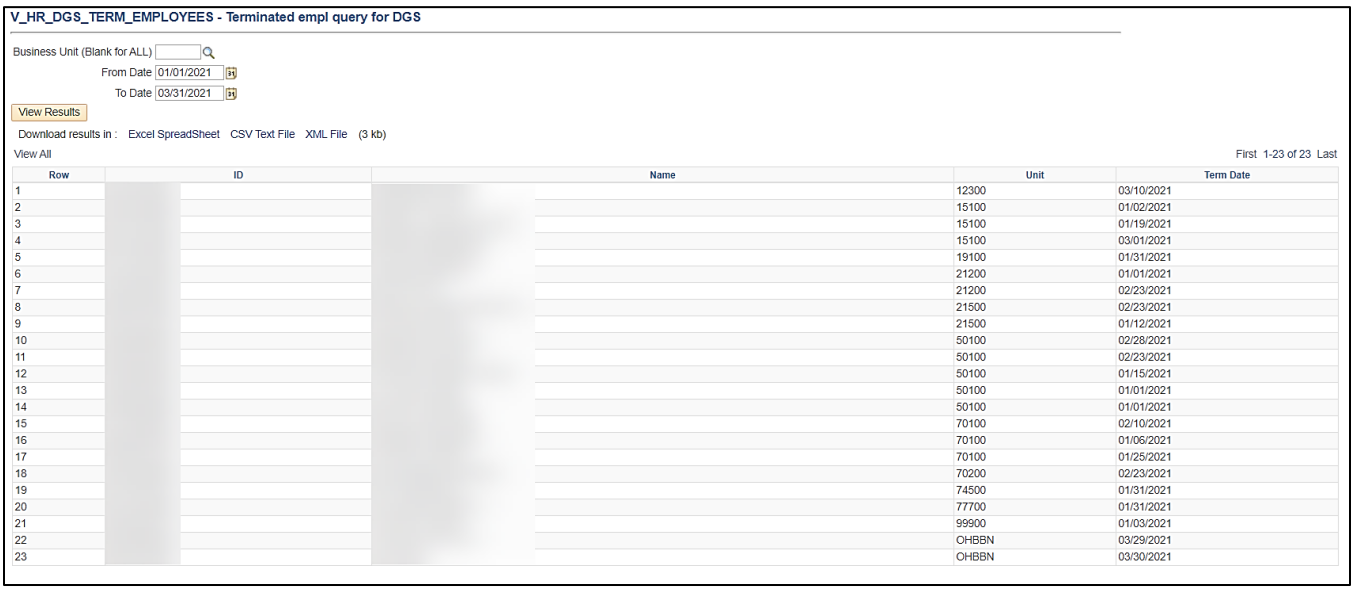
NAVIGATION PATHS:
- Query Viewer > V_HR_DGS_TERM_EMPLOYEES
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_DGS_TERM_EMPLOYEES

INPUT / SEARCH CRITERIA:
Business (Blank for All)
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Terminated Employee Query for DGS



V_HR_DGS_TERM_EMPLOYEES - Terminated empl query for DGS

Business Unit (Blank for ALL)
From Date 01/01/2021
To Date 03/31/2021
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (3 kb)
View All
First 1-23 of 23 Last

Row	ID	Name	Unit	Term Date
1			12300	03/10/2021
2			15100	01/02/2021
3			15100	01/19/2021
4			15100	03/01/2021
5			19100	01/31/2021
6			21200	01/01/2021
7			21200	02/23/2021
8			21500	02/23/2021
9			21500	01/12/2021
10			50100	02/28/2021
11			50100	02/23/2021
12			50100	01/15/2021
13			50100	01/01/2021
14			50100	01/01/2021
15			70100	02/10/2021
16			70100	01/06/2021
17			70100	01/25/2021
18			70200	02/23/2021
19			74500	01/31/2021
20			77700	01/31/2021
21			99900	01/03/2021
22			OHBBN	03/29/2021
23			OHBBN	03/30/2021

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Action Reason Validation Report (RHR489)

REVISED: 9/1/2026

DESCRIPTION:
This report shows Job Data changes that are inconsistent with the definition of the Action/Action Reason for classified employees only. The report only shows rows where the defined field level criteria were not met, such as a promotion transaction where the employee did not experience the required change in pay band/grade. Agencies and DHRM should use this report to identify transactions that do not comply with the DHRM Compensation policy and pay practice guidelines.

This report is used by Agency and Department of Human Resource Management (DHRM) HR staff to ensure actions comply with the Compensation Policy for Classified Employees.

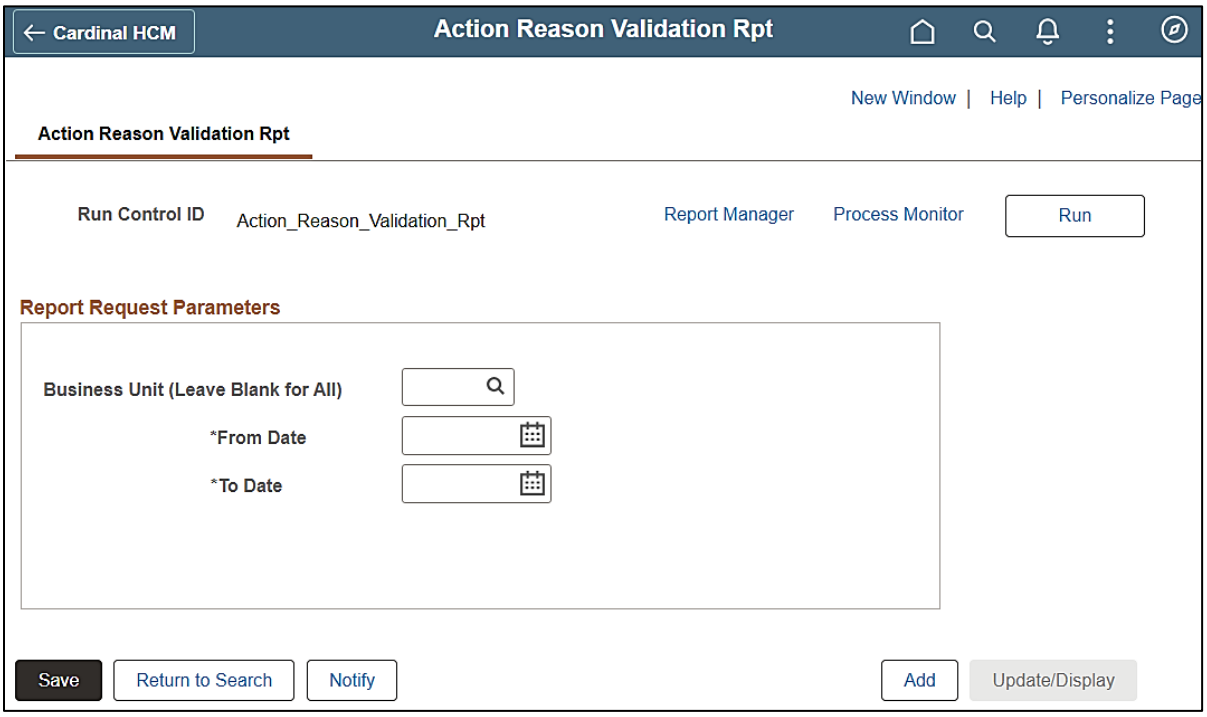
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Action Reason Validation Rpt

INPUT / SEARCH CRITERIA:
Business Unit (Leave Blank for All)
From Date
To Date

OUTPUT FORMAT:
PDF

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Action Reason Validation Report Run Control page



Screenshot of the Action Reason Validation Report

Cardinal

Commonwealth of Virginia
Action Reason Validation Report

Run Date: 09/08/2021
Run Time: 11:18:13

Report ID: RHR489

Page 1 of 1

Business Unit:

From Date: 2019-10-01
To Date: 2020-01-31

Employee ID	EMPL Rcd	Name	Eff date	Eff Seq	Action	Reason	Business Unit	Sal Admin Plan	Grade	Position Number	Department	Comp Rate
	0		11/30/2019	0	XFR	REA	12700	SW	4			
			11/30/2019	0			12700	SW	4			
	1		12/10/2019	0	HIR	XPO	19400	SW	5			
			12/10/2019	0			21300	SW	5			
	1		10/01/2019	0	HIR	XPO	24100	SW	4			
			10/01/2019	0			24100	SW	4			
	0		11/27/2019	0	XFR	PRO	40300	SW	5			
			11/25/2019	0			40300	SW	5			
	0		11/30/2019	0	XFR	PRO	40300	SW	5			
			11/25/2019	0			40300	SW	5			
	0		10/08/2019	0	XFR	PRO	70100	SW	3			
			10/01/2019	0			70100	SW	5			
	1		11/30/2019	0	HIR	XPO	79400	SW	1			
			11/30/2019	0			26300	SW	2			

Compensation Eligibility Report (RHR361)

REVISED: 9/1/2026

DESCRIPTION:
This report monitors eligibility for compensation changes. The report displays three years of performance data and displays the gross earnings and bonus balances for year to date.

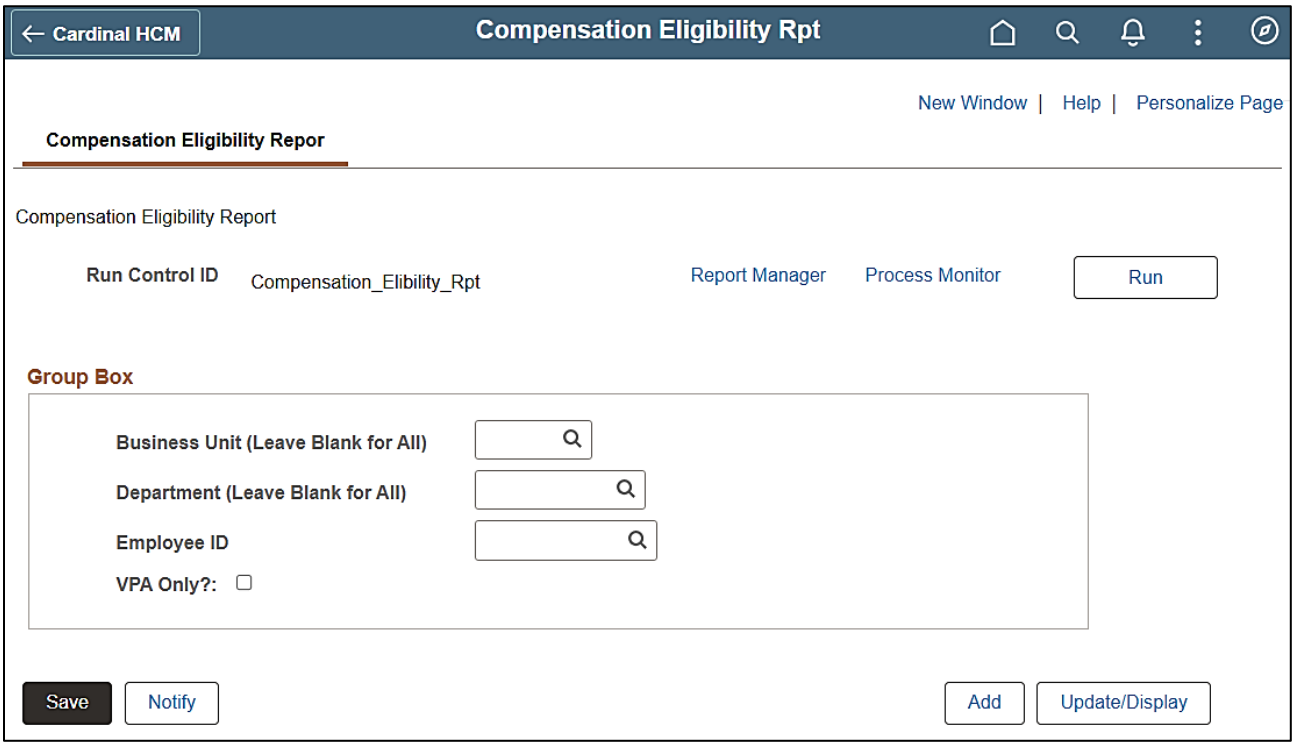
Agency and DHRM HR Subject Matter Experts (SMEs) and Managers use this report to validate eligibility for legislatively mandated and other compensation changes.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Compensation Eligibility Rpt

INPUT / SEARCH CRITERIA:
Business Unit (Leave Blank for All)
Department ID (Leave Blank for All)
Employee ID
Virginia Personnel Act (VPA) Only? (checkbox)

OUTPUT FORMAT:
Excel

Screenshot of the Compensation Eligibility Report Run Control Page



Screenshot of the Compensation Eligibility Report (scrolled left)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Bus Unit	Department	Employee ID	Empl Rcd	Name		Position	Company	Job Code	Salary Plan	Grade	Step	Std Hours	State Salary	Non-State Salary	Special Pay	VPA?	Leave Service Date	Cont State Service Date	Prior Months of Service
2	50100	19048		0			DOT19184	DOT	79152	NV	2	0	40	50000	0	0	Y	2005-10-10	2005-10-10	0
3	50100	19048		0			DOT19184	DOT	79152	NV	2	0	40	50000	0	0	Y	2005-10-10	2005-10-10	0
4	50100	19048		0			DOT19184	DOT	79152	NV	2	0	40	50000	0	0	Y	2005-10-10	2005-10-10	0
5	50100	19048		0			DOT19184	DOT	79152	NV	2	0	40	50000	0	0	Y	2005-10-10	2005-10-10	0
6	50100	19048		0			DOT19184	DOT	79152	NV	2	0	40	50000	0	0	Y	2005-10-10	2005-10-10	0
7	50100	19048		0			DOT19184	DOT	79152	NV	2	0	40	50000	0	0	Y	2005-10-10	2005-10-10	0
8	50100	19048		0			DOT19184	DOT	79152	NV	2	0	40	50000	0	0	Y	2005-10-10	2005-10-10	0
9	50100	19048		0			DOT19184	DOT	79152	NV	2	0	40	50000	0	0	Y	2005-10-10	2005-10-10	0
10	50100	17015		0			DOT22771	DOT	29098	SW	6	0	40	50000	0	0	Y	2005-04-10	2005-04-04	0
11	50100	17015		0			DOT22771	DOT	29098	SW	6	0	40	50000	0	0	Y	2005-04-10	2005-04-04	0
12	50100	17015		0			DOT22771	DOT	29098	SW	6	0	40	50000	0	0	Y	2005-04-10	2005-04-04	0
13	50100	17015		0			DOT22771	DOT	29098	SW	6	0	40	50000	0	0	Y	2005-04-10	2005-04-04	0
14	50100	17015		0			DOT22771	DOT	29098	SW	6	0	40	50000	0	0	Y	2005-04-10	2005-04-04	0
15	50100	17015		0			DOT22771	DOT	29098	SW	6	0	40	50000	0	0	Y	2005-04-10	2005-04-04	0
16	50100	17015		0			DOT22771	DOT	29098	SW	6	0	40	50000	0	0	Y	2005-04-10	2005-04-04	0
17	50100	17015		0			DOT22771	DOT	29098	SW	6	0	40	50000	0	0	Y	2005-04-10	2005-04-04	0
18	50100	17015		0			DOT22771	DOT	29098	SW	6	0	40	50000	0	0	Y	2005-04-10	2005-04-04	0
19	50100	12028		0			DOT16836	DOT	29033	SW	5	0	40	50000	0	0	Y	2013-08-25	2013-08-25	0
	50100	12028		0			DOT16	DOT	29033	SW	5	0	40	50000	0	0	Y	2013	2013	0

Screenshot of the Compensation Eligibility Report (scrolled right)

T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AM	AN
Prior Months of Service	Job Entry Date		Performance Rating Date	Performance Rating	Performance Rating Type	Performance Rating		Effective Date	Action	Action Reason	Compensation Rate	Compensation Frequency	Change Amount	Change Percent		Reward ID	Reward Dt	Reward Type	Reward Amt
0	2005-10-10							2023-09-25	POS	RTC	2083.333333	S	0	0		2	2025-05-25	SLB	1138
0	2005-10-10							2023-10-25	PAY	AWI	2083.333333	S	36.916667	1.242		0			0
0	2005-10-10							2024-09-10	POS	RTC	2083.333333	S	0	0		0			0
0	2005-10-10							2025-03-10	POS	RTC	2083.333333	S	0	0		0			0
0	2005-10-10							2025-06-10	PAY	SLI	2083.333333	S	94.875	3		0			0
0	2005-10-10							2025-03-25	POS	RTC	2083.333333	S	0	0		0			0
0	2005-10-10							2023-12-10	PAY	SLI	2083.333333	S	60.208333	2		0			0
0	2005-10-10							2024-06-10	PAY	SLI	2083.333333	S	92.125	3.001		0			0
0	2022-04-25							2023-02-25	DTA	DTA	2083.333333	S	0	0		1	2025-05-25	SLB	1499
0	2022-04-25							2023-06-10	PAY	SLI	2083.333333	S	188.708333	5		0			0
0	2022-04-25							2023-12-10	PAY	SLI	2083.333333	S	79.25	2		0			0
0	2022-04-25							2024-02-25	POS	UPD	2083.333333	S	0	0		0			0
0	2022-04-25							2025-06-10	PAY	SLI	2083.333333	S	124.916667	3		0			0
0	2022-04-25							2025-06-12	PLA	PLA	2083.333333	S	0	0		0			0
0	2022-04-25							2025-07-06	DTA	PLE	2083.333333	S	0	0		0			0
0	2022-04-25							2025-07-14	RFL	RFL	2083.333333	S	0	0		0			0
0	2022-04-25							2024-06-10	PAY	SLI	2083.333333	S	121.25	3		0			0
0	2013-08-25							2022-10-25	PAY	RET	2083.333333	S	78.291667	2.499		1	2022-11-10	SLB	1000
0	2013							2023	DTA	DTA	2083.3	S	0	0		2	2025	SLB	1275

Compensation Levels by Job Code and SOC Report (RHR427)

REVISED: 5/15/2026

DESCRIPTION:
This report is used to analyze compensation levels detailed by Job Code, Standard Occupational Classification (SOC) Code, or both. Once the compensation data is detailed by the desired code, the report displays the information by average, min, mid, median, max, and quartiles. Generate this report using the Agency Business Unit for Agency-wide quartile data. Leave the **Business Unit** field blank for statewide quartile data.

The end users are Agency HR and DHRM HR Staff.

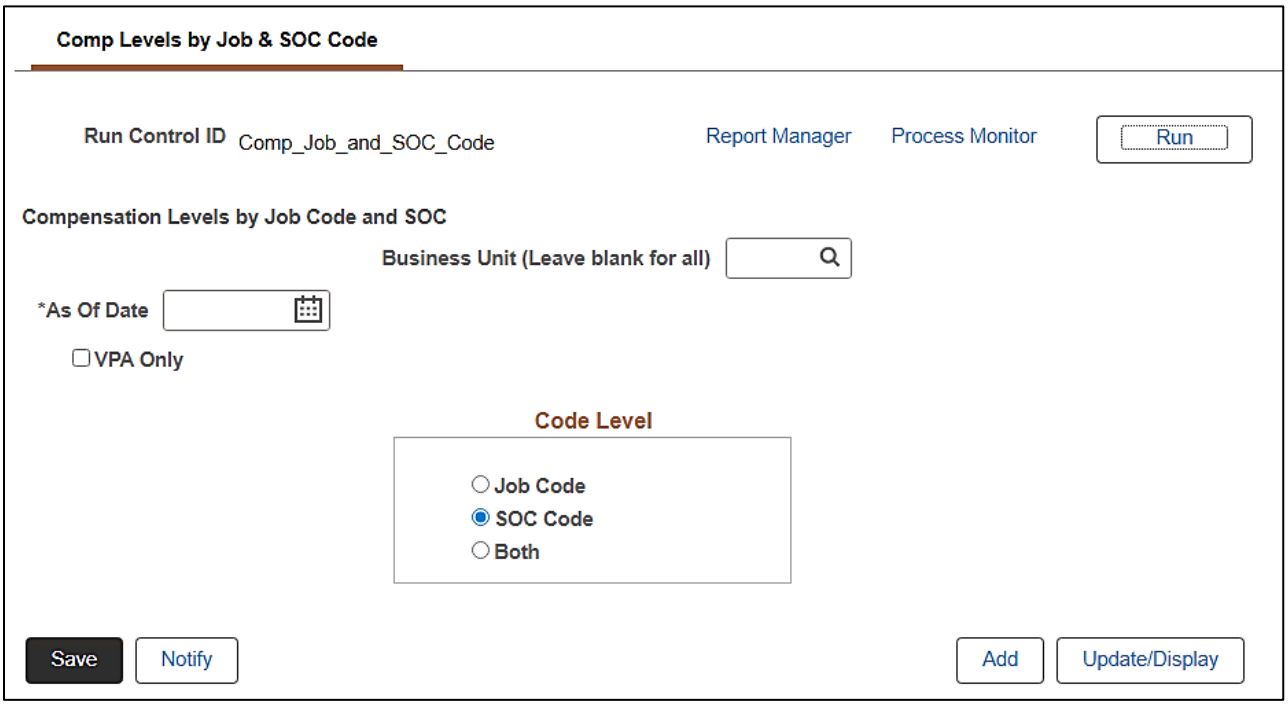
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Comp Levels by Job Code & SOC

INPUT / SEARCH CRITERIA:
Business Unit (Leave blank for all)
As of Date
VPA Only (checkbox)
Radio button for Code Level (Job Code, SOC Code, or Both)

OUTPUT FORMAT:
Excel

ADDITIONAL INFORMATION:
The **As of Date** field is a required field.

Screenshot of the Compensation Levels by Job Code and SOC Report Run Control Page



Screenshot of the Compensation Levels by Job Code and SOC Report

Cardinal

Commonwealth of Virginia
Compensation Levels by Job Code and SOC
By Role Code and SOC Code

Report ID: RHR427 **Run Date:** 05/15/2026

As Of Date: 2026-04-30
VPA Only: N
Salary Administration Plan:
Business Unit:
Code Level: Both

Role Code	Role Title	SOC Code	SOC Title	Number of Employees	Average Salaries	Lowest Salaries	First Quartile	Median Salary	Third Quartile	Highest Salaries
01026	Professor	25-1032	Engineering Teachers, Postsecondary	2	50000	50000	50000	50000	50000	50000
01026	Professor	25-1111	Crim Just Law Enforc Teachrs, Postscndry	1	50000	50000	50000	50000	50000	50000
01026	Professor	25-1121	Art, Drama, and Music Teachers, Postsecondary	3	50000	50000	50000	50000	50000	50000
01026	Professor	25-1199	Postsecondary Teachers, All Other	6	50000	50000	50000	50000	50000	50000
01031	Lecturer	00-0000	Unassigned	3	50000	50000	50000	50000	50000	50000
01031	Lecturer	25-1000	Postsecondary Teachers	1	50000	50000	50000	50000	50000	50000
01031	Lecturer	25-1067	Sociology Teachers, Postsecondary	1	50000	50000	50000	50000	50000	50000
01025	Associate Professor	25-1125	History Teachers, Postsecondary	1	50000	50000	50000	50000	50000	50000
91515	Financial Services Manager I	00-0000	Unassigned	1	50000	50000	50000	50000	50000	50000
91519	General Admin Supv/Coord I	51-1011	First-Line Supv/Mgrs of Prod and Operating Wkrs	4	50000	50000	50000	50000	50000	50000
91538	Procurement Officer II	11-3061	Purchasing Managers	1	50000	50000	50000	50000	50000	50000
91539	Procurement Manager II	00-0000	Unassigned	1	50000	50000	50000	50000	50000	50000
91543	Public Rels/Marketing Spec	27-1025	Interior Designers	4	50000	50000	50000	50000	50000	50000
91557	Stores/Warehouse Spec III	49-9099	Installation, Maint, and Repair Wkrs, All Other	4	50000	50000	50000	50000	50000	50000
91585	Mail Room Assistant II	00-0000	Unassigned	2	50000	50000	50000	50000	50000	50000
91625	Market Research Analyst	00-0000	Unassigned	5	50000	50000	50000	50000	50000	50000
91649	Administrative Technican I	43-9051	Mail Clerks & Mail Machine Oprs,	1	50000	50000	50000	50000	50000	50000

COVA Personnel Actions History Report (RHR086)

REVISED: 9/1/2026

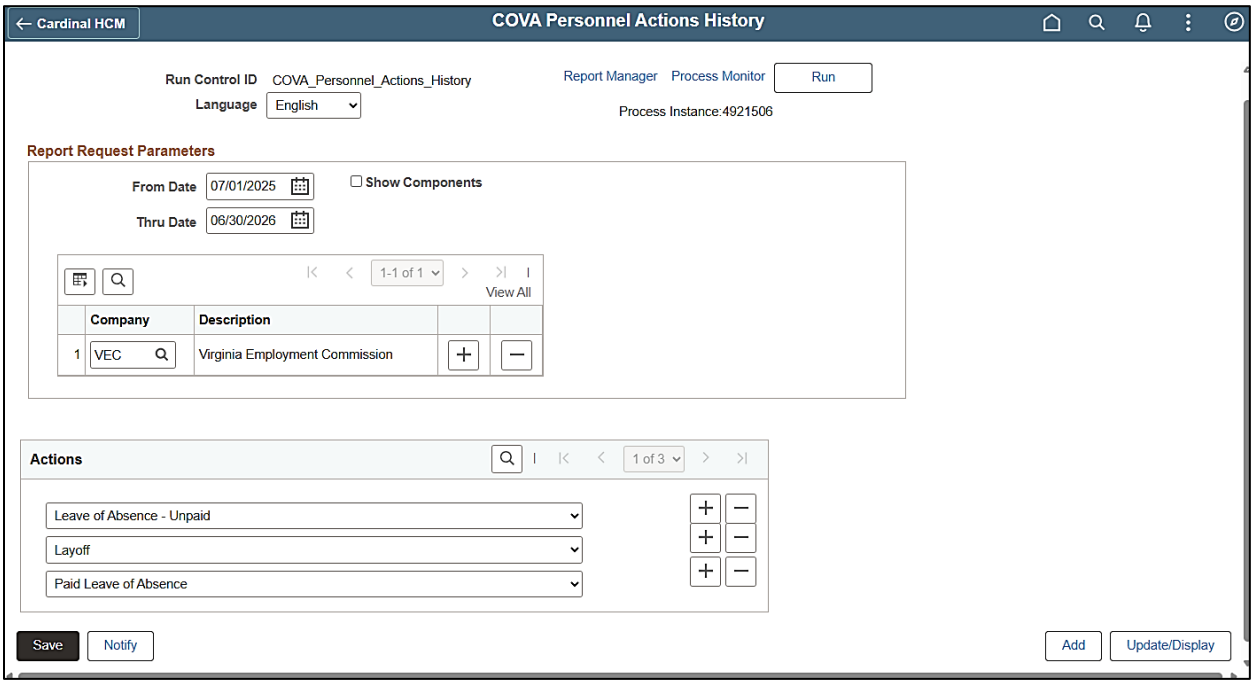
DESCRIPTION:
This report lists all employees within a Business Unit affected by job actions that were entered by a user between the defined from date and through date. This report is used by Agencies to populate and research multiple rows of historical job data for audit and analysis purposes. The **Run Control** page provides the ability to drill into specific actions or to run the report populating all actions within a specific period of time. Selection of the **Show Components** checkbox option will return the Compensation Salary Plan level (STATE vs BU alternate plan).

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > COVA Personnel Actions History

INPUT / SEARCH CRITERIA:
From Date
Thru Date
Show Components
Company
Actions

OUTPUT FORMAT:
CSV

Screenshot of the COVA Personnel Actions History Report Run Control Page



Screenshot of the COVA Personnel Actions History Report (with Show Components checkbox selected – Part 1)

Commonwealth of Virginia											
COVA Personnel Actions History Report	Run Date: 12/19/2025										
Report ID: RHR0086	Run Time: 11:49:52.000000_AM										
From Date:	7/1/2025										
Thru Date:	11/5/2025										
Business Unit	Company	Emplid	Name	Empl Rcd	EFFDT	EFFSEQ	Action	Reason	Empl Status	Position Number	Department
99900	ABC			0	8/22/2025	0	Hire	HIR New	A		110701
99900	ABC			3	7/10/2025	0	Hire	XCmp Lat	A		115910
99900	ABC			0	9/25/2025	0	Hire	HIR New	A		120706
99900	ABC			0	9/25/2025	0	Hire	HIR New	A		120711
99900	ABC			0	8/25/2025	0	Hire	HIR New	A		120711
99900	ABC			1	10/10/2025	0	Hire	HIR New	A		135718
99900	ABC			0	7/25/2025	0	Hire	HIR New	A		135718
99900	ABC			0	7/10/2025	0	Hire	HIR New	A		170704
99900	ABC			0	9/29/2025	0	Hire	HIR New	A		180783
99900	ABC			0	8/27/2025	0	Hire	HIR New	A		180784
99900	ABC			0	8/18/2025	0	Hire	HIR New	A		180784
99900	ABC			0	10/25/2025	0	Hire	HIR New	A		180788
99900	ABC			0	9/20/2025	0	Hire	HIR New	A		226033

Screenshot of the COVA Personnel Actions History Report (with Show Components checkbox selected – Part 2)

Dept Title	Orig Hire Dt	Reg/Tep	FT/PT	Job Code	Job Title	Salary Grade	Salary Admin Plan	STATE Compensation	NONST Compensation	SPPAY Compensation	Comp Freq	Employee Type
Administration		R	P	96224	Gen Administration Manager II		UG				A	S
Office of Legal Cousnel	4/10/2008	R	F	96072	Hearing Legal Servcs Offcr II		UG				A	S
Training	9/25/2025	R	F	96913	Trainer and Instructor III		UG				A	S
HR	9/25/2025	R	F	96092	Human Resource Analyst II		UG				A	S
HR	8/25/2025	R	F	96013	Admin and Office Spec III		UG				A	S
Marketing		R	F	96294	PR & Mktg Spec IV		UG				A	S
Marketing	7/25/2025	R	F	96294	PR & Mktg Spec IV		UG				A	S
Financial Mgt Services	7/10/2025	R	F	96013	Admin and Office Spec III		UG				A	S
IT Project Management	9/29/2025	T	P	W96311	Info Technology Specialist I		WG				H	H
Production Support	8/27/2025	T	P	W96311	Info Technology Specialist I		WG				H	H
Production Support	8/18/2025	T	P	W96311	Info Technology Specialist I		WG				H	H
POS	10/25/2025	R	F	96312	Info Technology Specialist II		UG				A	S
Store 033	9/20/2025	T	P	W96711	Retail Specialist I		WG				H	H
Store 036	9/30/2022	T	P	W96711	Retail Specialist I		WG				H	H

Screenshot of the COVA Personnel Actions History Report (without Show Components checkbox selected – Part 1)

Commonwealth of Virginia												
COVA Personnel Actions History Report	Run Date: 12/19/2025											
Report ID: RHR0086	Run Time: 11:57:22.000000_AM											
From Date:	7/1/2025											
Thru Date:	11/5/2025											
Business Unit	Company	Emplid	Name	Empl Rcd	EFFDT	EFFSEQ	Action	Reason	Empl Status	Position Number	Department	Dept Title
99900	ABC			0	8/22/2025	0	Hire	HIR New	A		110701	Administration
99900	ABC			3	7/10/2025	0	Hire	XCmp Lat	A		115910	Office of Legal Cousnel
99900	ABC			0	9/25/2025	0	Hire	HIR New	A		120706	Training
99900	ABC			0	9/25/2025	0	Hire	HIR New	A		120711	HR
99900	ABC			0	8/25/2025	0	Hire	HIR New	A		120711	HR
99900	ABC			1	10/10/2025	0	Hire	HIR New	A		135718	Marketing
99900	ABC			0	7/25/2025	0	Hire	HIR New	A		135718	Marketing
99900	ABC			0	7/10/2025	0	Hire	HIR New	A		170704	Financial Mgt Services
99900	ABC			0	9/29/2025	0	Hire	HIR New	A		180783	IT Project Management
99900	ABC			0	8/27/2025	0	Hire	HIR New	A		180784	Production Support
99900	ABC			0	8/18/2025	0	Hire	HIR New	A		180784	Production Support
99900	ABC			0	10/25/2025	0	Hire	HIR New	A		180788	POS
99900	ABC			0	9/20/2025	0	Hire	HIR New	A		226033	Store 033

Screenshot of the COVA Personnel Actions History Report (without Show Components checkbox selected – Part 2)

Orig Hire Dt	Reg/Tep	FT/PT	Job Code	Job Title	Salary Grade	Salary Admin Plan	Comp Rate	Comp Freq	Employee Type
	R	P	96224	Gen Administration Manager II		UG		S	S
4/10/2008	R	F	96072	Hearing Legal Servcs Offcr II		UG		S	S
9/25/2025	R	F	96913	Trainer and Instructor III		UG		S	S
9/25/2025	R	F	96092	Human Resource Analyst II		UG		S	S
8/25/2025	R	F	96013	Admin and Office Spec III		UG		S	S
	R	F	96294	PR & Mktg Spec IV		UG		S	S
7/25/2025	R	F	96294	PR & Mktg Spec IV		UG		S	S
7/10/2025	R	F	96013	Admin and Office Spec III		UG		S	S
9/29/2025	T	P	W96311	Info Technology Specialist I		WG		H	H
8/27/2025	T	P	W96311	Info Technology Specialist I		WG		H	H
8/18/2025	T	P	W96311	Info Technology Specialist I		WG		H	H
10/25/2025	R	F	96312	Info Technology Specialist II		UG		S	S
9/20/2025	T	P	W96711	Retail Specialist I		WG		H	H

Demotions with Salary Increase Report (RHR491)

REVISED: 9/1/2026

DESCRIPTION:
This audit report shows intra-Agency and inter-Agency demotions (reductions in grade) with salary increases for classified employees only. The report displays relevant field level change information.

This report is used by Agency and DHRM HR staff to ensure that Compensation Pay actions comply with the Compensation Policy for Classified Employees.

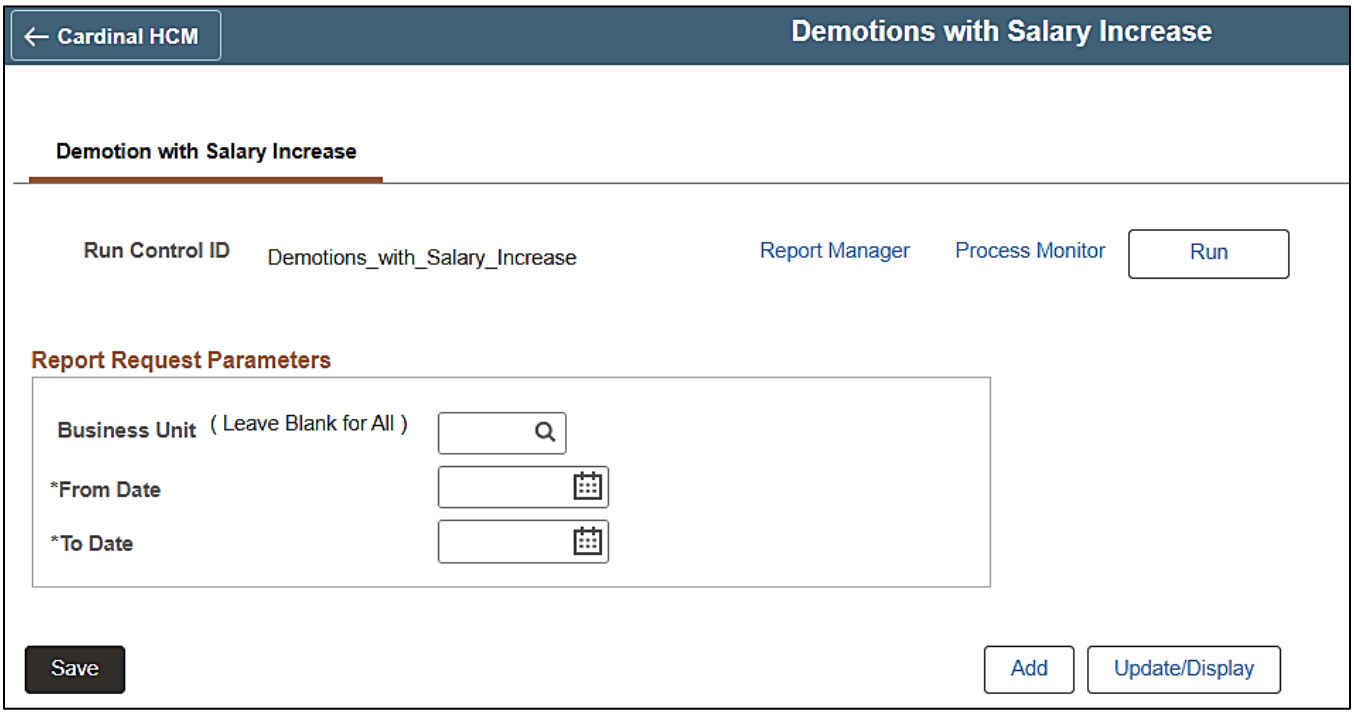
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Demotions with Salary Increase

INPUT / SEARCH CRITERIA
Business Unit (Leave Blank for All)
From Date
To Date

OUTPUT FORMAT:
PDF

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Demotions with Salary Increase Report Run Control Page



Screenshot of the Demotions with Salary Increase Report

Cardinal

Report ID: RHR491

Commonwealth of Virginia

Demotions with Salary Increase Report

Run Date 04/26/2021
Run Time 12:41:09 PM
Page No. 1 of 1

Run Control Parameters

BUSINESS_UNIT	(blank)
FROM_DT	01/01/2020
TO_DT	03/31/2021

Employee ID	Employee Name	Empl Rcd	Effective Date	Action	Action Reason	Business Unit	Sal Admin Plan	Grade	Job Code	Position Number	Department	Location	Comp Rate
	21300- Norfolk State University												
		1	08/25/2020	HIR	XCL	21300	SW	3					
			08/24/2020	TER	XFO	21500	SW	4					
	70100- Dept of Corr - Central Admin												
		0	05/25/2020	XFR	PRO	70100	SW	3					
			05/16/2020	HIR	NEW	70100	SW	5					
		0	10/15/2020	XFR	REA	70100	SW	1					
			05/25/2020	XFR	PRO	70100	SW	3					

Disciplinary Actions Summary Report (RHR248)

REVISED: 9/1/2026

DESCRIPTION:
This report summarizes the counts of disciplinary actions by Business Unit and by Department. The report includes the percentage of employees with disciplinary actions by type and by Department and also rolls up by Agency and statewide for DHRM use.

This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

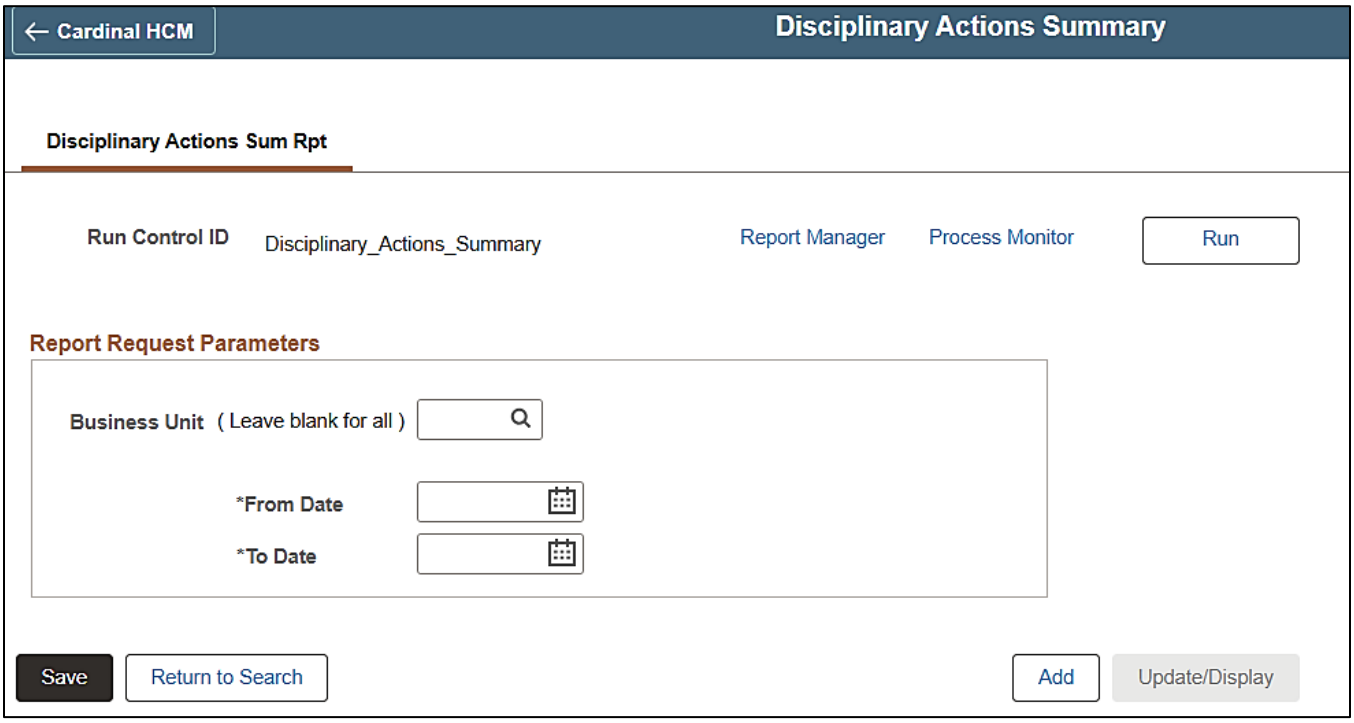
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Labor Administration > Reports > Disciplinary Actions Summary

INPUT / SEARCH CRITERIA:
Business Unit (Leave blank for all)
From Date
To Date

OUTPUT FORMAT:
PDF

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Disciplinary Actions Summary Report Run Control Page



Screenshot of the Disciplinary Actions Summary Report

Cardinal

Commonwealth of Virginia

Disciplinary Actions Summary Report

Report ID: RHR248

Run Date	08/20/2026
Run Time	5:19:53?PM
Page No	1 of 38

Run Control Parameters

Business Unit	
From Date	01/01/2025
To Date	03/31/2025

Business Unit	12200	Dept of Planning and Budget

Number of VPA employees	49	
Number of employees with disciplinary actions	0	0.00%

Business Unit	12300	Department of Military Affairs

Number of VPA employees	323	
Number of employees with disciplinary actions	0	0.00%

Business Unit	12700	Dept of Emergency Management

Number of VPA employees	189	
Number of employees with disciplinary actions	0	0.00%

Business Unit	12800	Davis & McDaniel Vet Care Ctr

Number of VPA employees	256	
Number of employees with disciplinary actions	9	3.52%

Disciplinary Action	Count
No Disciplinary Action	10
Suspension	1

EEO Data Reports (RHR198)

REVISED: 9/1/2026

DESCRIPTION:

This Equal Employment Opportunity (EEO) report displays the counts and percentages for federal reporting purposes of the employee population based on selected data prompts.

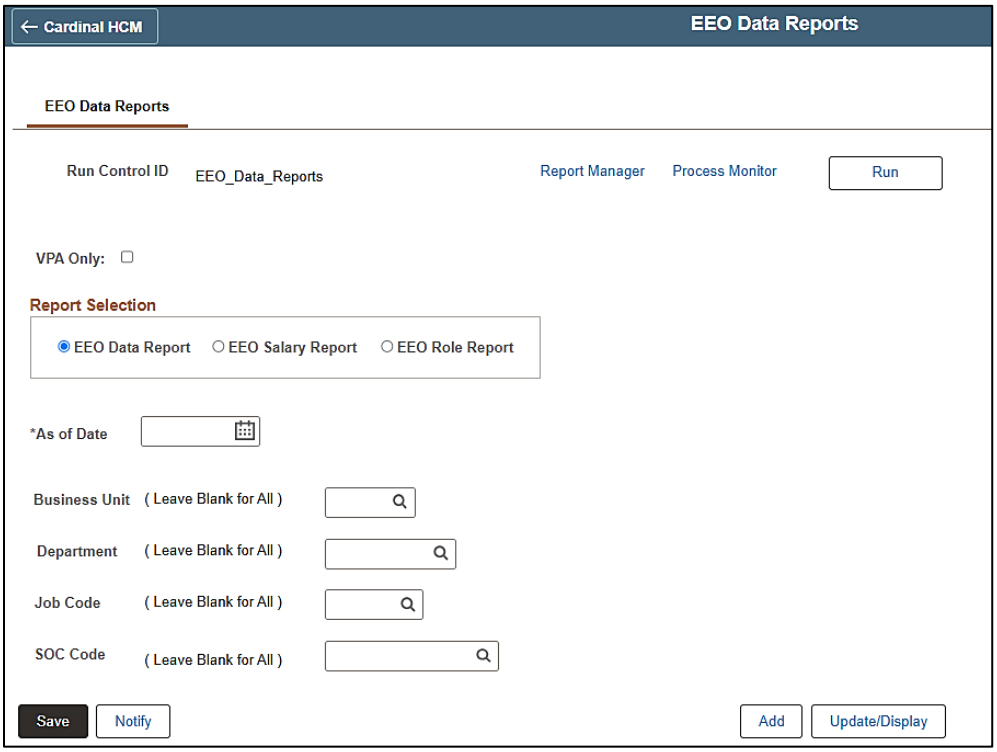
1. The **EEO Data Report** returns a compilation of employee demographic data and percentages by SOC code
2. The **EEO Salary Report** returns employee demographic data and totals by annual compensation ranges
3. The **EEO Role Report** returns employee demographic data and totals by Role/Job Code

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Workforce Reports > EEO Data Reports

INPUT / SEARCH CRITERIA:
VPA Only (checkbox)
Report Selection (checkbox)
As of Date
Business Unit
Department
Job Code
SOC Code

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the EEO Data Reports Run Control Page



Screenshot of the EEO Data Report

Cardinal

Commonwealth of Virginia
EEO Data Report

Report ID: VRHR198E

Run Date 03/22/2024
Run Time 05:47:55 PM

Run Control Parameters	
Operator ID	V_TRN_HR35124
Run Control ID	EEO_Data_Reports
As of Date	02/28/2022
Business Unit	
Department	
Job Code	
SOC Code	
VPA Only	N

Secretary	6
Parent BU	
Business Unit	

Male

Occupation Group	White		Black		HISP		AS-AM		AS-IN		Pacific		N/A		2+ Race		Male Total		Minority Males		Minority Females	
11-3031	1	33.33%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	33.33%	0	0.00%	0	0.00%
11-3039	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	50.00%
11-3151	1	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	50.00%	0	0.00%	0	0.00%
11-3199	1	8.33%	4	33.33%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	8.33%	0	0.00%	6	50.00%	5	41.67%	2	16.67%
13-1023	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	50.00%
13-1041	2	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	25.00%	0	0.00%	3	75.00%	1	25.00%	0	0.00%
13-1079	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	50.00%
13-1199	1	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	50.00%	0	0.00%	1	50.00%
13-2011	1	25.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	25.00%	0	0.00%	2	50.00%
13-2099	3	37.50%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	37.50%	0	0.00%	3	37.50%
15-1131	2	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	100.00%	0	0.00%	0	0.00%
15-1133	1	25.00%	2	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	75.00%	2	50.00%	0	0.00%
21-1099	22	27.85%	6	7.59%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	1.27%	29	36.71%	7	8.86%	13	16.46%
23-2011	1	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	50.00%	0	0.00%	0	0.00%
25-9031	3	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	50.00%	0	0.00%	1	16.67%
Totals	40	23.67%	15	8.88%	0	0.00%	2	1.18%	0	0.00%	0	0.00%	4	2.37%	1	0.59%	62	36.68%	22	13.02%	40	23.67%

Screenshot of the EEO Salary Report

Cardinal

Commonwealth of Virginia
EEO Data Salary Report

Report ID: VRHR198S

Run Date 03/14/2024
Run Time 10:38:42 AM

Run Control Parameters	
Operator ID	V_TRN_HR35124
Run Control ID	EEO_Data_Reports
As of Date	03/01/2024
Business Unit	
Department	
Job Code	
SOC Code	
VPA Only	N

Business Unit	
Status	Full-Time

	Male								Female								
Salary	White	Black	HISP	AS-AM	AM-IN	Pacific	N/A	2+ Race	White	Black	HISP	AS-AM	AM-IN	Pacific	N/A	2+ Race	Total
$50000.000	45	14	0	2	0	0	2	1	69	33	2	1	0	0	1	0	170
$52000.000	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
$53000.000	3	4	0	2	0	0	0	0	3	4	0	3	0	0	0	0	19
$55000.000	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
$70000.000	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
$75000.000	0	0	0	0	0	0	0	0	0	0	0	5	0	0	0	0	5
Totals	48	19	0	4	0	0	2	1	72	38	2	10	0	0	1	0	197
BU Totals	48	19	0	4	0	0	2	1	72	38	2	10	0	0	1	0	197

Screenshot of the EEO Role Report

Cardinal

Commonwealth of Virginia
EEO Data Role Report

Report ID: VRHR198S

Run Date 01/15/2025
Run Time 09:40:03 AM

	Run Control Parameters	
Operator ID		00747925600
Run Control ID		EEO_Data_Report
From Date		07/01/2024
To Date		09/30/2024
Business Unit		
Department		
Job Code		
SOC Code		
VPA Only		N

Business Unit			Department of Juvenile Justice
		Full-Time	Regular

			Male								Female								
Jobcode	**Description**	**EEOCODE4**	**White**	**Black**	**HISP**	**AS-AM**	**AM-IN**	**Pacific**	**N/A**	**2+ Race**	**White**	**Black**	**HISP**	**AS-AM**	**AM-IN**	**Pacific**	**N/A**	**2+ Race**	**Total**
13012	Admin and Office Spec II	6	0	0	0	0	0	0	0	0	3	3	1	0	0	0	0	0	7
13013	Admin and Office Spec III	6	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2
13032	Financial Services Spec II	2	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
13072	Hearing Legal Servcs Offcr II	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
13092	Human Resource Analyst II	2	0	0	0	0	0	0	0	0	1	1	1	0	0	0	1	0	4

Employee Activity Report (RHR223)

REVISED: 9/1/2026

DESCRIPTION:
This report generates a one page change document for either Personal or Job transactions. This report is printable to be filed in the employee personnel file upon completion of Job or Personal Data transactions made. Use this report to validate the changes to employee Personal and Job Data (e.g., Job change, Salary change, Marital Status change, Address change, employee Standard Hours change).

All HR Administrators that key Personal or Job Data transactions should have access to this report. This report should be generated and used when a reviewer signs off on the validation of completed transactions prior to filing in the personnel file with supporting documentation. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

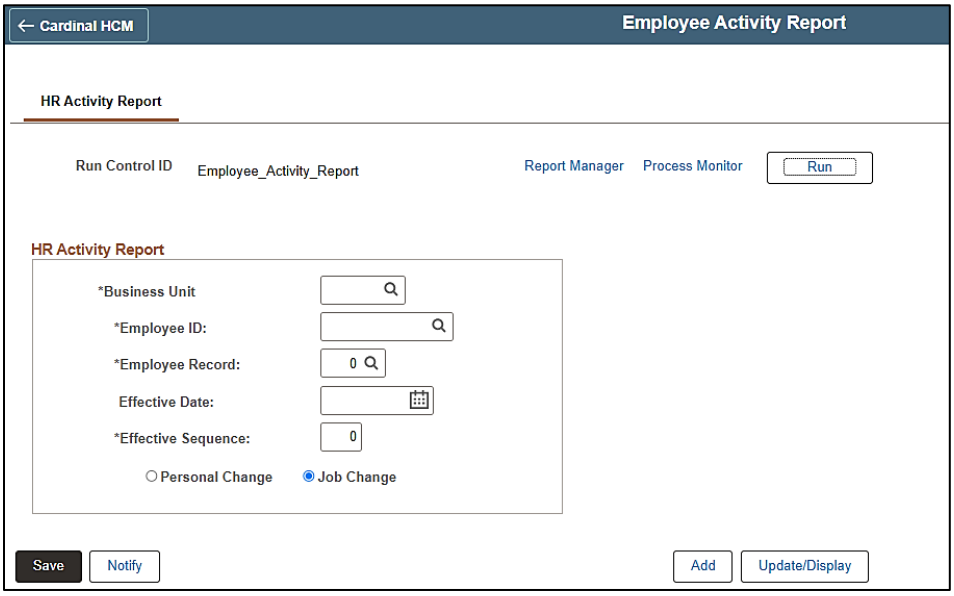
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Activity Report

INPUT / SEARCH CRITERIA:
Employee ID
Employee Record Number
Effective Date
Effective Sequence
“Personal” or “Job Change” (radio button)

OUTPUT FORMAT:
PDF

ADDITIONAL INFORMATION:
The **Employee Record** and **Effective Sequence** fields default to “0” but can be updated as needed. The **Employee ID**, **Employee Record**, **Effective Date**, and **Effective Sequence** fields are all required fields. Either the **Personal Change** or **Job Change** radio button option must be selected.

Screenshot of the Employee Activity Report Run Control Page



Screenshot of the Employee Activity Report

Cardinal

Commonwealth of Virginia
HR Activity Report
Personal Change

Report ID: RHR223

Run Date: 04/26/2021
Run Time: 13:25:41

Page No: 1 **of** 1

Employee ID:	
Employee Record:	0
Employee Name:	
Effective Date:	01/01/2021
Effective Sequence:	0

Field Name	**Current Value**	**Previous Value**
Continuous State Service	03-JUN-2020	
Leave Service	03-JUN-2020	
Prior Service Months	0	

END OF REPORT

Employee Data Change Audit Report (RHR002)

REVISED: 12/19/2025

DESCRIPTION:
This report displays relevant Job and Payroll information such as comp rate, empl status, HR Status, Direct Deposit, Tax Location Code, and Department that were changed within a date range to review and ensure there are no HR transactional or pay discrepancies. The report includes the employee's name, Employee ID, Employee Type, old and new value details, and the HR Administrator that made the change. This report can be run for specific data options to include Job Data, Direct Deposit, Additional Pay, and Tax Data.

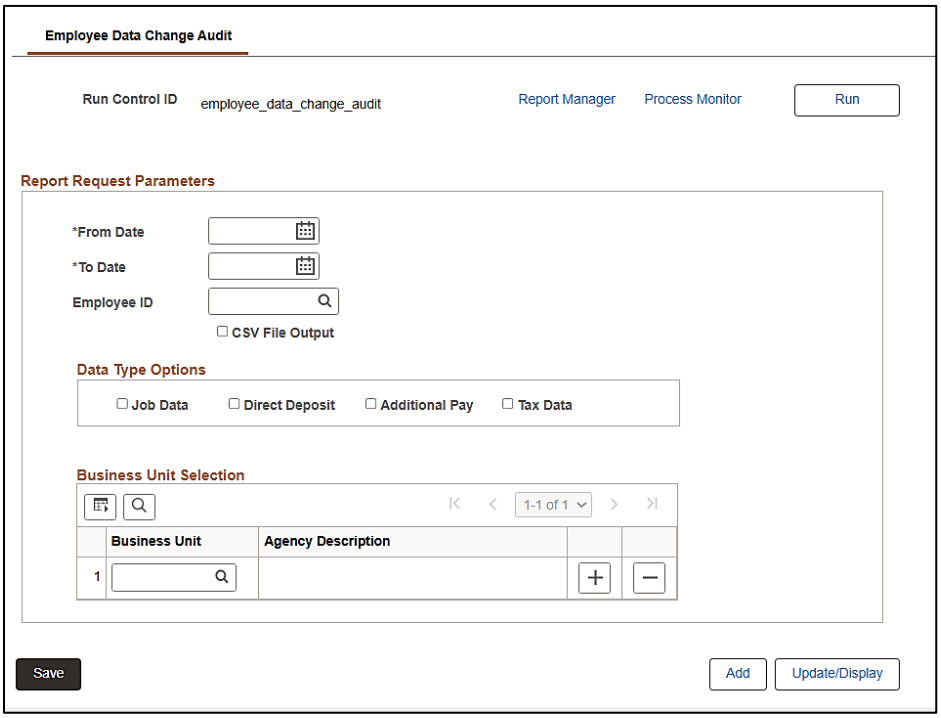
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Data Change Audit

INPUT / SEARCH CRITERIA:
From Date
End Date
Business Unit

OUTPUT FORMAT:
CSV (use checkbox option on Run Control)
PDF

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields. If the **Business Unit** field is left blank, the report displays all Business Units the user has access to.

Screenshot of the Employee Data Change Audit Report Run Control Page



Screenshot of the Employee Data Change Audit Report

Cardinal

Commonwealth of Virginia

EMPLOYEE DATA CHANGE AUDIT REPORT

Report ID: VHRR0002

Run Date: 12/18/2025
Run Time: 09:53 00

Agency : 18100 - Dept of Labor and Industry
From Date : 11/10/2025
To Date : 11/24/2025

Department ID	Department Name	Emplid	Empl Rcd	Name	Empl Type	Data Type	Field Changed	Change Date	User Change	Old Value	New Value
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	EFFDT	11/13/2025		06/10/2025	11/10/2025
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	EFFSEQ	11/13/2025		0	0
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	COMPRATE	11/13/2025		4506.250000	4731.541667
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	POSITION_NBR	11/13/2025		DLI00559	DLI00559
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	COMPANY	11/13/2025		DLI	DLI
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	BUSINESS_UNIT	11/13/2025		18100	18100
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	DEPTID	11/13/2025		18100	18100
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	PAYGROUP	11/13/2025		SM1	SM1
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	REPORTS_TO	11/13/2025		DLI00024	DLI00024
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	HR_STATUS	11/13/2025		A	A
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	EMPL_STATUS	11/13/2025		A	A
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	TAX_LOCATION_CD	11/13/2025		760	760
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	V_NON_AUTOPAY	11/13/2025		N	N
18100	DEPT OF LABOR AND INDUSTRY		0		Hourly	Job Data	EFFDT	11/12/2025		06/14/2024	11/15/2025
18100	DEPT OF LABOR AND INDUSTRY		0		Hourly	Job Data	EFFSEQ	11/12/2025		0	0
18100	DEPT OF LABOR AND INDUSTRY		0		Hourly	Job Data	COMPRATE	11/12/2025		33.020000	33.020000

Employee Data Upload Error Report (RHR005)

REVISED: 9/1/2026

DESCRIPTION:
This error report provides details regarding errors for Agencies who are interfacing employee demographic (HR003) information. This report should be reviewed and errors should be addressed quickly in order to minimize corrections requests, which require Cardinal Post Production Support (PPS) tickets through the VITA Customer Care Center (VCCC).

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Data Upload Error Rpt

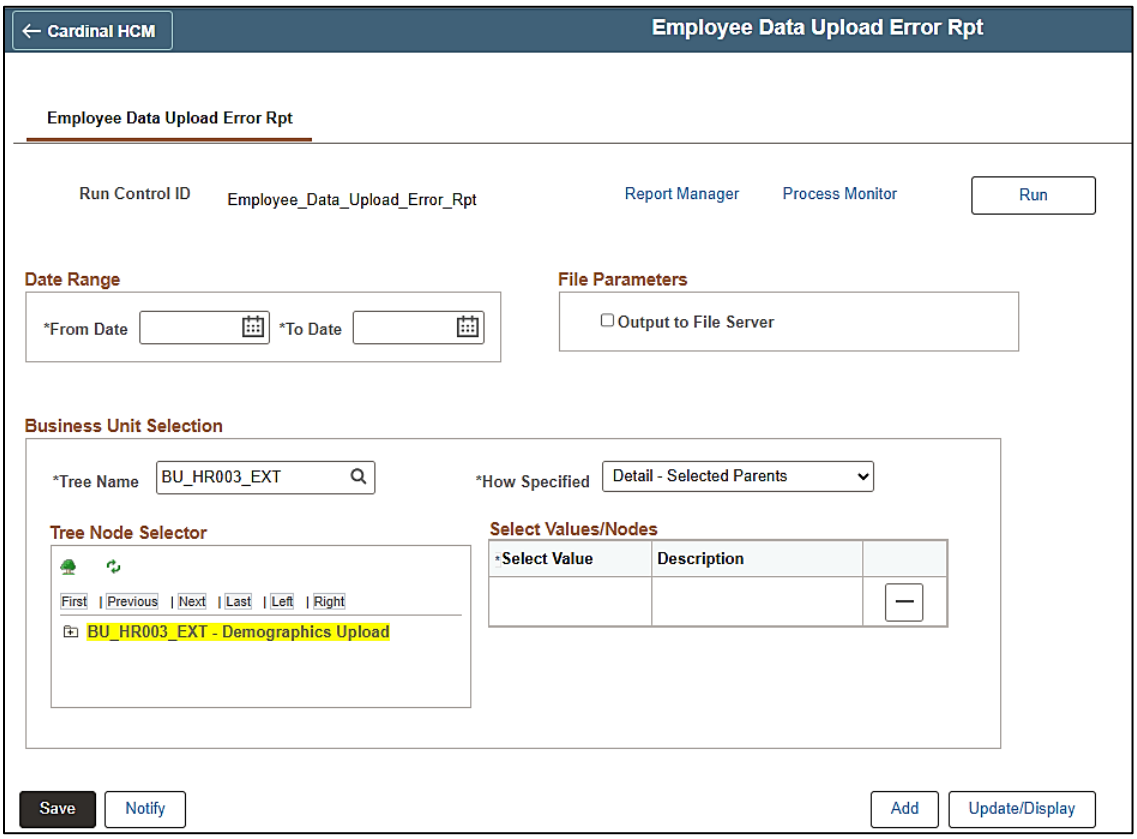
INPUT / SEARCH CRITERIA:
From Date
To Date
Output to File Server (checkbox))
Tree Name BU_HR003_EXT
How Specified Detail – Selected Parents

OUTPUT FORMAT:
PDF

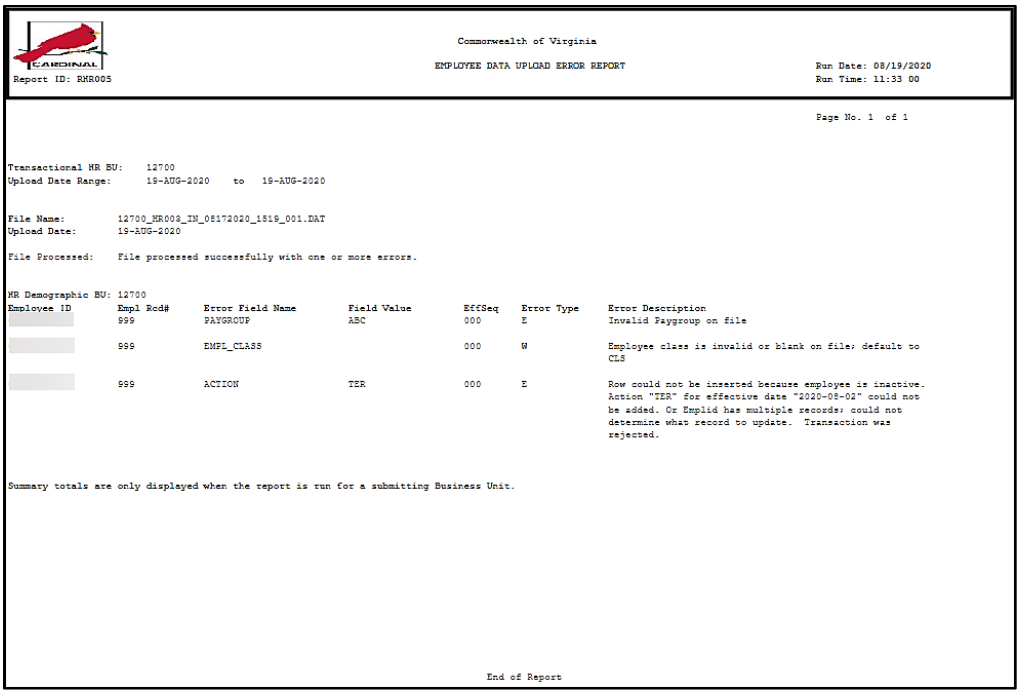
ADDITIONAL INFORMATION:
The **Output to File Server** checkbox option is only used by Batch users. The **From Date** and **To Date** fields are required fields.

The **Tree Name** and **How Specified** fields are also required fields. The **Tree Node Selector** section populates after the required fields are entered and the **Tree** icon is selected. Expanding the Tree and selecting the desired Business Unit (BU) populates the **Select Value/Nodes** section. Tree nodes are built with all of the Agencies and their respective Departments. They are applied in different forms to include or exclude data.

Screenshot of the Employee Data Upload Error Report Run Control Page



Screenshot of the Employee Data Upload Error Report



Commonwealth of Virginia

EMPLOYEE DATA UPLOAD ERROR REPORT

Report ID: EHR005

Run Date: 08/19/2020
Run Time: 11:33 00

Page No. 1 of 1

Transactional HR BU: 12700
Upload Date Range: 19-AUG-2020 to 19-AUG-2020

File Name: 12700_HR003_IN_08172020_1519_001.DAT
Upload Date: 19-AUG-2020

File Processed: File processed successfully with one or more errors.

HR Demographic BU: 12700

Employee ID	Empl Rcd#	Error Field Name	Field Value	EffSeq	Error Type	Error Description
	999	PAYGROUP	ABC	000	E	Invalid Paygroup on file
	999	EMPL_CLASS		000	W	Employee class is invalid or blank on file; default to CLS
	999	ACTION	TER	000	E	Row could not be inserted because employee is inactive. Action "TER" for effective date "2020-08-02" could not be added. Or Emplid has multiple records; could not determine what record to update. Transaction was rejected.

Summary totals are only displayed when the report is run for a submitting Business Unit.

End of Report

Employee Disability and Veteran Status Report (RHR294)

REVISED: 9/1/2026

DESCRIPTION:
This report captures the employee Disability Status, Veteran Status, Employee Type, Handicap Codes, counts by category, and percentage of population in summary format. This report can also be run in a detailed format to provide individual disability and veteran status employee information.

DHRM and Agency HR Managers/SMEs use this report to examine Agency veteran and disability statistics and details. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

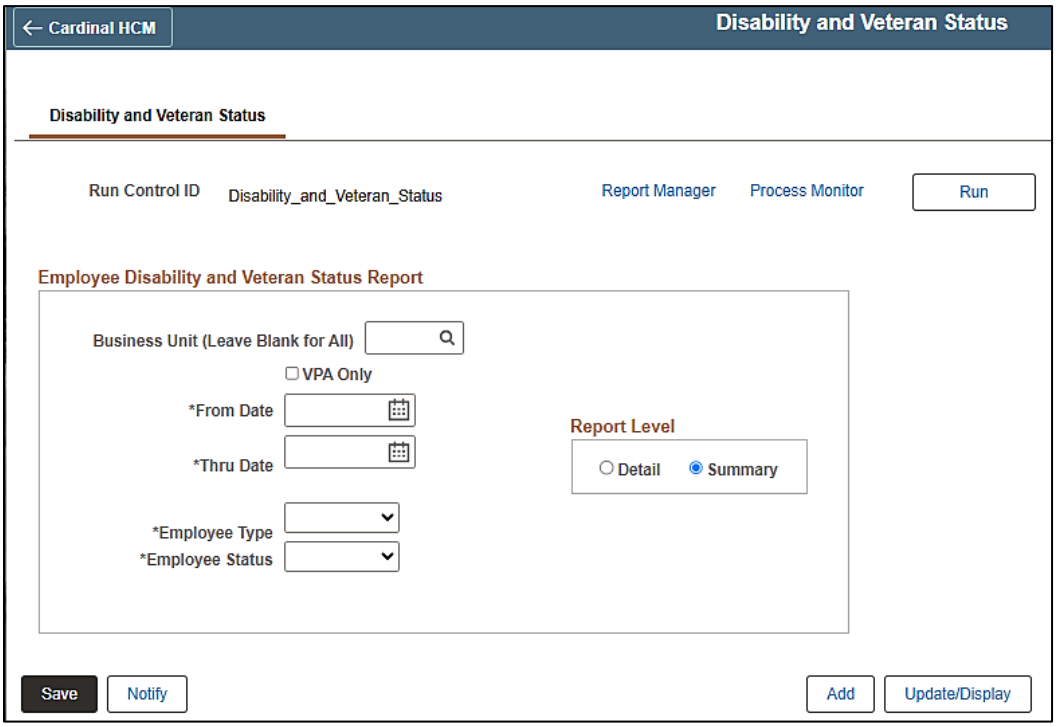
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Disability and Veteran Status

INPUT / SEARCH CRITERIA:
Business Unit (Leave Blank for All)
As of Date
VPA only (checkbox)
Report Level (Detail or Summary)
Employee Type (Salary/Hourly/Both)
Employee Status (Active/Inactive/Both)

OUTPUT FORMAT:
PDF
Excel

ADDITIONAL INFORMATION:
The **As of Date** field is a required field.

Screenshot of the Employee Disability and Veteran Status Report Run Control Page



Screenshot of the Employee Disability and Veteran Status Report – Summary View

Commonwealth of Virginia
Employee Disability and Veteran Status Report
Summary

Run Date: 01/30/2025
Run Time: 10:46:12
Page 1 of 1

				DISABILITY STATUS						VETERAN STATUS					
Business Unit	Total Employees	Hourly	Salary	Yes	Percentage	No	Percentage	Unknown	Percentage	Yes	Percentage	No	Percentage	Unknown	Percentage
	1315	19	1296	88	7%	366	28%	861	65%	92	7%	221	17%	1002	76%

Screenshot of the Employee Disability and Veteran Status Report – Detail View

Commonwealth of Virginia
Employee Disability and Veteran Status Report
Detail

Run Date: 01/30/2025
Run Time: 10:53:57
Page 1 of 1

Business Unit:

Department	Employee ID	Name	Employee Record	Employee Class	Employee Status	Employee Type	Job Code	Grade	Disability Status	Veteran Status
			0	Classified	Active	S	19221	4	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29112	4	X-Not Indicated	5-Active Reserve
			0	Classified	Active	S	29112	4	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29111	3	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29112	4	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29113	5	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29134	5	X-Not Indicated	4-Veteran
			0	Classified	Active	S	19013	3	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29113	5	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29112	4	N-Not Disabled	1-Not indicated
			0	Classified	Active	S	29112	4	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29112	4	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29112	4	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29112	4	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29112	4	Y-Disabled	1-Not indicated
			0	Classified	Active	S	29134	5	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29113	5	X-Not Indicated	4-Veteran

Employee Position Summary Report (RHR019)

REVISED: 9/1/2026

DESCRIPTION:
This report is used to determine accurate totals for Hourly/Wage FTE and headcount by Agency for EPR reporting. This report is only for Hourly/Wage employees (PS_JOB.EMPL_TYPE = 'H'). Agencies should use this report monthly to identify actual Hourly/Wage FTE and headcount totals and overwrite wage numbers generated from job data by the EPR tool.

The report results deliver hours paid within the time period and the funding information associated with the payment of regular and overtime hours based upon the hourly employees' actual paychecks, not FTE/headcount related to employees' job data. The purpose of this is to capture actuals as wage employees remain active in their Agency jobs but do not work based on standard hours on job data. The work may be seasonal where they pull 40 hours or more during peak season and less than, or even to 0 hours during slower periods.

The **FTE Count** field on the Summary report is automatically calculated within the report results based upon the amount from "Total Hours" divided by the "Available Hours to Work in Month". The headcount totals generated by this report equate to the number of Hourly/Wage employees that worked within the time period.

The detailed report does not require "Available Hours to Work in Month" because this version of the report will require the user to perform calculations manually. This version provides the Pay Period end date for the period of time indicated in the **From Date** and **To Date** fields.

This report is used by Agency HR and DHRM Analysts and Managers.

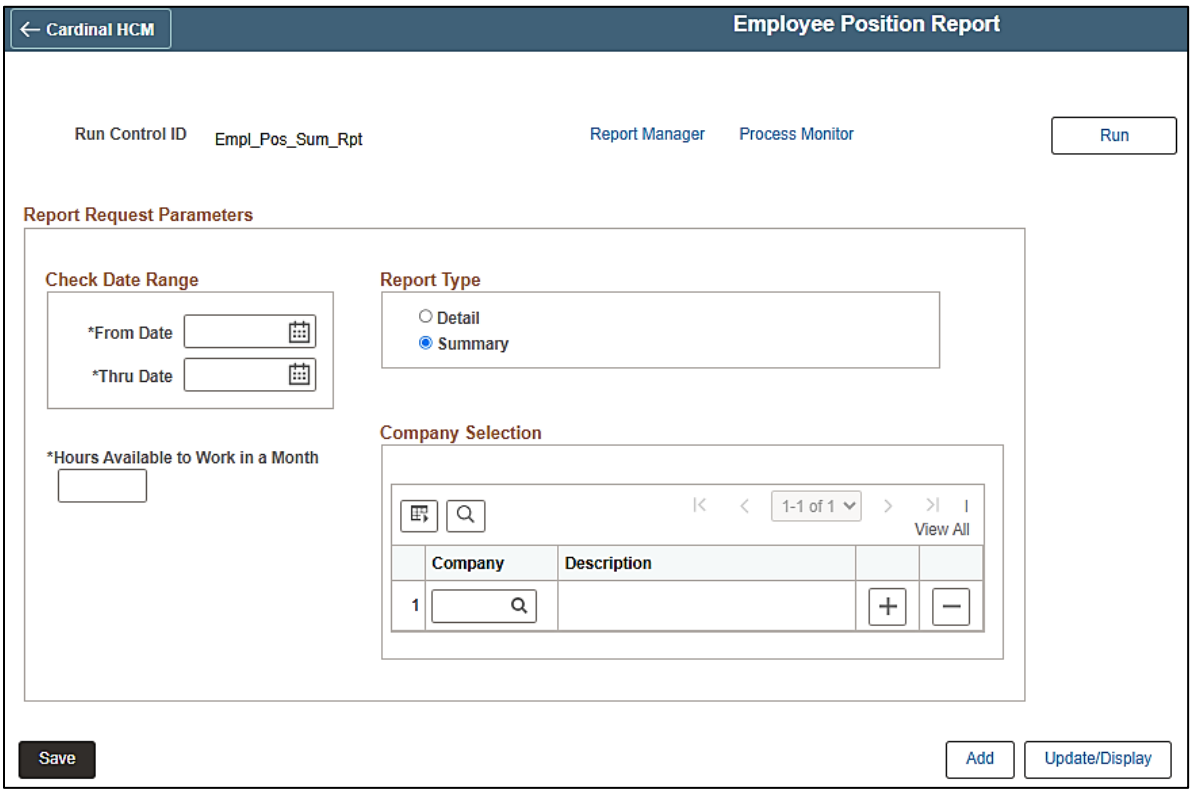
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Position Report

INPUT / SEARCH CRITERIA:
From Date
To Date
Report Type (Summary or Detail)
Hours Available to Work in a Month
Company

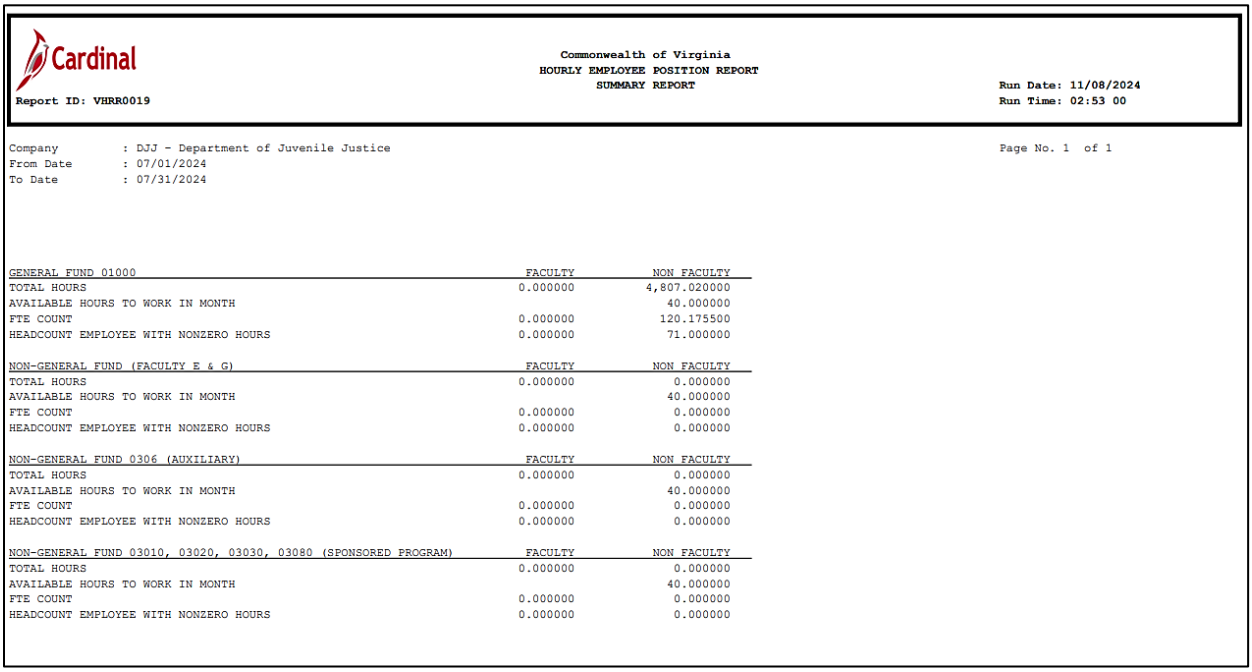
OUTPUT FORMAT:
PDF

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of Employee Position Summary Report Run Control Page



Screenshot of the Employee Position Summary Report - Summary



Cardinal

Report ID: VHRR0019

Commonwealth of Virginia
HOURLY EMPLOYEE POSITION REPORT
SUMMARY REPORT

Run Date: 11/08/2024
Run Time: 02:53 00

Company : DJJ - Department of Juvenile Justice
From Date : 07/01/2024
To Date : 07/31/2024

Page No. 1 of 1

GENERAL FUND 01000	FACULTY	NON FACULTY
TOTAL HOURS	0.000000	4,807.020000
AVAILABLE HOURS TO WORK IN MONTH		40.000000
FTE COUNT	0.000000	120.175500
HEADCOUNT EMPLOYEE WITH NONZERO HOURS	0.000000	71.000000

NON-GENERAL FUND (FACULTY E & G)	FACULTY	NON FACULTY
TOTAL HOURS	0.000000	0.000000
AVAILABLE HOURS TO WORK IN MONTH		40.000000
FTE COUNT	0.000000	0.000000
HEADCOUNT EMPLOYEE WITH NONZERO HOURS	0.000000	0.000000

NON-GENERAL FUND 0306 (AUXILIARY)	FACULTY	NON FACULTY
TOTAL HOURS	0.000000	0.000000
AVAILABLE HOURS TO WORK IN MONTH		40.000000
FTE COUNT	0.000000	0.000000
HEADCOUNT EMPLOYEE WITH NONZERO HOURS	0.000000	0.000000

NON-GENERAL FUND 03010, 03020, 03030, 03080 (SPONSORED PROGRAM)	FACULTY	NON FACULTY
TOTAL HOURS	0.000000	0.000000
AVAILABLE HOURS TO WORK IN MONTH		40.000000
FTE COUNT	0.000000	0.000000
HEADCOUNT EMPLOYEE WITH NONZERO HOURS	0.000000	0.000000

Screenshot of the Employee Position Summary Report - Detail

Cardinal

Report ID: VHRR0019

Commonwealth of Virginia
HOURLY EMPLOYEE POSITION REPORT
DETAIL REPORT

Run Date: 11/08/2024
Run Time: 02:59 00

Company : DJJ - Department of Juvenile Justice
From Date : 07/01/2024
To Date : 07/31/2024

Page No. 1 of 16

Emplid	Empl Rcd	Name	Check Date	Regular Hours	Overtime Hours	Total Hours	Fund	Acount
Total Employee				0.000000	0.000000	0.000000		
Total General Fund 01000 - Faculty				0.000000	0.000000	0.000000		

Page No. 2 of 16

Company : DJJ - Department of Juvenile Justice
From Date : 07/01/2024
To Date : 07/31/2024

Emplid	Empl Rcd	Name	Check Date	Regular Hours	Overtime Hours	Total Hours	Fund	Acount
	4		12-JUL-2024	29.000000	0.0000000	29.000000	01000	
	4		26-JUL-2024	58.000000	0.0000000	58.000000	01000	
Total Employee				87.000000	0.000000	87.000000		
	2		12-JUL-2024	26.900000	0.0000000	26.900000	01000	
Total Employee				26.900000	0.000000	26.900000		
	0		12-JUL-2024	58.000000	0.0000000	58.000000	01000	
	0		26-JUL-2024	56.000000	0.0000000	56.000000	01000	
Total Employee				114.000000	0.000000	114.000000		
	0		12-JUL-2024	53.000000	0.0000000	53.000000	01000	
	0		26-JUL-2024	45.000000	0.0000000	45.000000	01000	
Total Employee				98.000000	0.000000	98.000000		
	0		12-JUL-2024	8.000000	0.0000000	8.000000	01000	
Total Employee				8.000000	0.000000	8.000000		
	0		12-JUL-2024	35.500000	0.0000000	35.500000	01000	
	0		26-JUL-2024	35.900000	0.0000000	35.900000	01000	
Total Employee				71.400000	0.000000	71.400000		
	0		12-JUL-2024	56.000000	0.0000000	56.000000	01000	
	0		26-JUL-2024	42.500000	0.0000000	42.500000	01000	
Total Employee				98.500000	0.000000	98.500000		

Employee Turnover Analysis (RHR422)

REVISED: 9/1/2026

DESCRIPTION:
This report displays employee turnover data, at detailed or summary level, by counts and percentages, during a specified date range. Utilize the **Department Detail** checkbox option when running the report at the Summary level to gain insight into employee turnover statistics by Department. If Department level summary statistics are unnecessary, simply leave this checkbox option unchecked to generate Agency wide summary statistics only.

The end users for this report are Agency HR Administrators and DHRM.

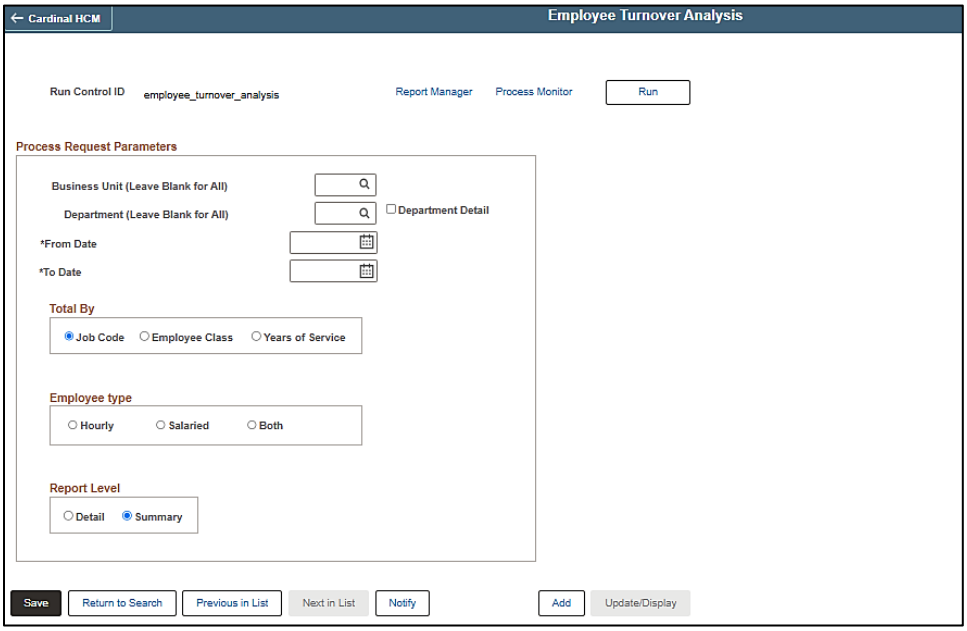
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Workforce Reports > Employee Turnover Analysis

INPUT / SEARCH CRITERIA:
Business Unit (Leave Blank for All)
Department (Leave Blank for All)
From Date
To Date
Department Detail (checkbox)
Total By (Job Code, Employee Class, or Years of Service)
Employee Type (Hourly, Salaried, or Both)
Report Level (Detail or Summary)

OUTPUT FORMAT:
Excel

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields. Selection of a **Total By** option is also required.

Screenshot of the Employee Turnover Analysis Report Run Control Page



Screenshot of the Employee Turnover Analysis Summary Report – Summary View

Commonwealth of Virginia												
EMPLOYEE TURNOVER ANALYSIS	Run Date: 08/26/2026											
Report ID: RHR422	Run Time: 03:09 00											
From Date: 01/01/2024	Page No. 1	of	1									
From Date: 01/01/2025												
Business			Begin	Hires/	Transfer	Retire	Term		Transfer		Total	Turnover
Unit	Dept ID	Employee Years of Service	Count	Rehires	Ins	ments	inations	Deaths	Outs	End Count	Turnovers	Rate
		0 - 5 Years	70	26	3	0	19	0	13	67	32	45.71%
		6 - 10 Years	29	5	1	0	4	0	6	25	10	34.48%
		11 - 15 Years	24	3	1	0	6	0	1	21	7	29.17%
		16 - 20 Years	16	1	0	1	1	0	4	11	6	37.50%
		21 - 25 Years	12	1	1	0	2	0	1	11	3	25.00%
		26 - 30 Years	5	0	0	2	0	0	1	4	3	60.00%
		30+ Years	20	1	1	3	1	0	0	18	4	20.00%
Grand Totals:			176	37	7	6	33	0	26	157	65	36.93%
Turnover Rates:						3.41%	18.75%	0.00%	14.77%			

Screenshot of the Employee Turnover Analysis Summary Report – Detail View

Commonwealth of Virginia																					
EMPLOYEE TURNOVER ANALYSIS	Run Date: 08/26/2026																				
Report ID: RHR422	Run Time: 03:12 00																				
From Date: 01/01/2024	Page No. 1	of	4																		
From Date: 01/01/2025																					
	Comp		Last	First		Empl		Eff	Act	Rea	Action	Empl	Empl	HR	Position	Job					
BU	any	Dept	Name	Name	EmplID	Rcd	EffDate	Seq	ion	son	Date	Class	Type	Stat	Nbr	Code	Job Code Descr	Vacate Dt	Pos Beg Dt	Yrs svc	
			DOE	JOHN		0	1/25/2024	0	HIR	NEW	1/25/2024	CLS	S	A		19013	Admin and Office Spec III	1/25/2024	3		
			DOE	JOHN		1	7/22/2024	0	TER	RES	7/11/2024	CLS	S	I		19013	Admin and Office Spec III	7/11/2024	4/1/2025	7	
			DOE	JOHN		0	8/25/2024	0	TER	XFO	8/12/2024	CLS	S	I		19013	Admin and Office Spec III	8/12/2024	8/10/2022	4	
			DOE	JOHN		1	11/25/2024	0	TER	XFO	11/14/2024	CLS	S	I		19013	Admin and Office Spec III	11/14/2024	3/25/2023	3	
			DOE	JOHN		0	7/1/2024	0	TER	XFO	6/21/2024	CLS	S	I		19013	Admin and Office Spec III	6/21/2024	9/10/2022	3	
			DOE	JOHN		1	9/10/2024	0	HIR	XPO	9/10/2024	CLS	S	A		19013	Admin and Office Spec III	9/10/2024	1		
			DOE	JOHN		0	10/25/2024	0	HIR	NEW	10/26/2024	CLS	S	A		19013	Admin and Office Spec III	10/25/2024	8		
			DOE	JOHN		0	4/25/2024	0	TER	XFO	4/4/2024	CLS	S	I		19034	Financial Services Manager	4/4/2024	6/10/2016	10	
			DOE	JOHN		0	11/10/2024	0	HIR	NEW	11/12/2024	CLS	S	A		19034	Financial Services Manager	11/10/2024	1		
			DOE	JOHN		0	8/10/2024	0	HIR	NEW	8/12/2024	CLS	S	A		19072	Hearing Legal Servcs Offcr II	8/10/2024	2		
			DOE	JOHN		0	7/13/2024	0	TER	RES	6/26/2024	CLS	S	I		19072	Hearing Legal Servcs Offcr II	6/26/2024	5/10/2021	5	
			DOE	JOHN		0	3/5/2024	0	TER	UNS	3/4/2024	CLS	S	I		19072	Hearing Legal Servcs Offcr II	3/4/2024	10/25/2023	2	
			DOE	JOHN		0	9/10/2024	0	HIR	NEW	9/10/2024	CLS	S	A		19072	Hearing Legal Servcs Offcr II	9/10/2024	1		
			DOE	JOHN		3	4/10/2024	0	HIR	XPO	4/10/2024	CLS	S	A		19092	Human Resource Analyst II	2/1/2013	13		
			DOE	JOHN		0	1/25/2024	0	TER	XFO	1/18/2024	CLS	S	I		19151	Procurement Officer I	1/18/2024	9/1/2021	6	
			DOE	JOHN		0	4/25/2024	0	HIR	NEW	4/25/2024	CLS	S	A		19151	Procurement Officer I	4/25/2024	2		
			DOE	JOHN		0	11/10/2024	0	TER	XFO	11/12/2024	CLS	S	I		19151	Procurement Officer I	11/12/2024	4/25/2024	2	
			DOE	JOHN		0	7/1/2024	0	TER	XFO	6/21/2024	CLS	S	I		19211	Prog Admin Specialist I	6/21/2024	11/10/2015	15	
			DOE	JOHN		0	7/1/2024	0	TER	XFO	6/21/2024	CLS	S	I		19211	Prog Admin Specialist I	6/21/2024	5/30/2006	20	
			DOE	JOHN		0	7/1/2024	0	TER	XFO	6/21/2024	CLS	S	I		19211	Prog Admin Specialist I	6/21/2024	8/10/2022	19	
			DOE	JOHN		0	7/1/2024	0	TER	XFO	6/21/2024	CLS	S	I		19211	Prog Admin Specialist I	6/21/2024	4/30/2007	19	
			DOE	JOHN		0	7/1/2024	0	TER	XFO	6/21/2024	CLS	S	I		19211	Prog Admin Specialist I	6/21/2024	1/25/2020	6	
			DOE	JOHN		0	7/1/2024	0	TER	XFO	6/21/2024	CLS	S	I		19211	Prog Admin Specialist I	6/21/2024	2/25/2021	5	
			DOE	JOHN		0	7/1/2024	0	TER	XFO	6/21/2024	CLS	S	I		19211	Prog Admin Specialist I	6/21/2024	4/25/2022	4	
			DOE	JOHN		0	7/1/2024	0	TER	RES	6/21/2024	CLS	S	I		19211	Prog Admin Specialist I	6/21/2024	10/10/2022	3	
			DOE	JOHN		0	7/1/2024	0	TER	XFO	6/21/2024	CLS	S	I		19211	Prog Admin Specialist I	6/21/2024	1/25/2023	3	

EPR Full Time Equivalent Totals by Agency Report (RHR398)

REVISED: 9/1/2026

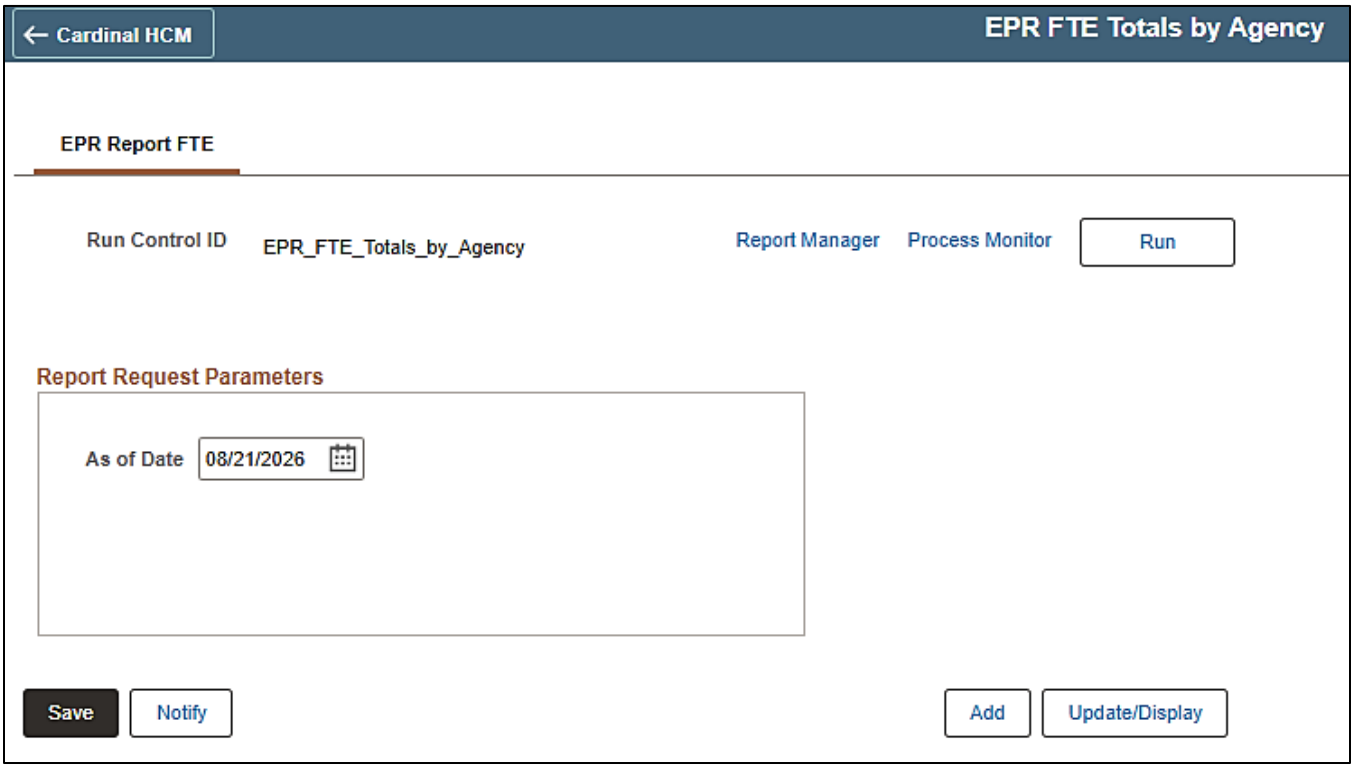
DESCRIPTION:
This report is an Employee Position Full Time Equivalent (FTE) report that displays FTE totals by EPR category. This report displays totals for all Business Units based on Salary/Wage, Non-Faculty/Faculty, General Funded/Non-General Funded, and Restricted/Non-Restricted. The end users of this report are DHRM and Agency HR Administrators. Agencies must certify their positions using the EPR Tool in order for this report to generate as it produces the results from completion of the EPR tool.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Workforce Reports > EPR FTE Totals by Agency

INPUT / SEARCH CRITERIA:
As of Date

OUTPUT FORMAT:
Excel

Screenshot of the EPR Full Time Equivalent Totals by Agency Report Run Control Page



Screenshot of the EPR Full Time Equivalent Totals by Agency Report

Date	Business Unit	Business Unit Name	Salaried Non-Faculty General Funded Restricted	Salaried Non-Faculty General Funded Non-Restricted	Salaried Non-Faculty Non-General Funded & Restricted	Salaried Non-Faculty Non-General Funded & Non-Restricted	Wage Non-Faculty General Funded
12/14/2020	70100	Dept of Corr - Central Admin	150.00	80.25	1.00	11.00	8
	Total		150	80.25	1	11	

Screenshot of the EPR Full Time Equivalent Totals by Agency Report (scrolled right)

on-Faculty	Wage Non-Faculty	Wage Non-Faculty	Salaried Faculty	Salaried Faculty	Salaried Faculty	Salaried Faculty	Wage Adjunct Faculty	Wage Adjunct Faculty	Total	Total	Totals	MEL
l Funded	General	Non-General	General Funded	General Funded	Non-General Funded	Non-General Funded	General	Non-General	Salaried	Wage	Salaried	
cted	Funded	Funded	& Restricted	& Non-Restricted	& Restricted	& Non-Restricted	Funded	Funded			& Wage	
11.00	85.00	6.00	0.00	15.50	0.00	0.00	0.00	0.00	489.20	91.00	580.20	1234.00
11	85	6	0	15.5	0	0	0	0	489.2	91	580.2	1234

EPR Full Time Equivalent Trend by Agency Report (RHR397)

REVISED: 9/1/2026

DESCRIPTION:
This Employee Position Report (EPR) provides a Full Time Equivalent (FTE) Historical Trend by Agency table over a historical time period. This headcount report displays the total FTE by Agency and month excluding wage employees (salary employees only) in tabular format.

This report is used by DHRM, Agency HR Administrators, and Managers.

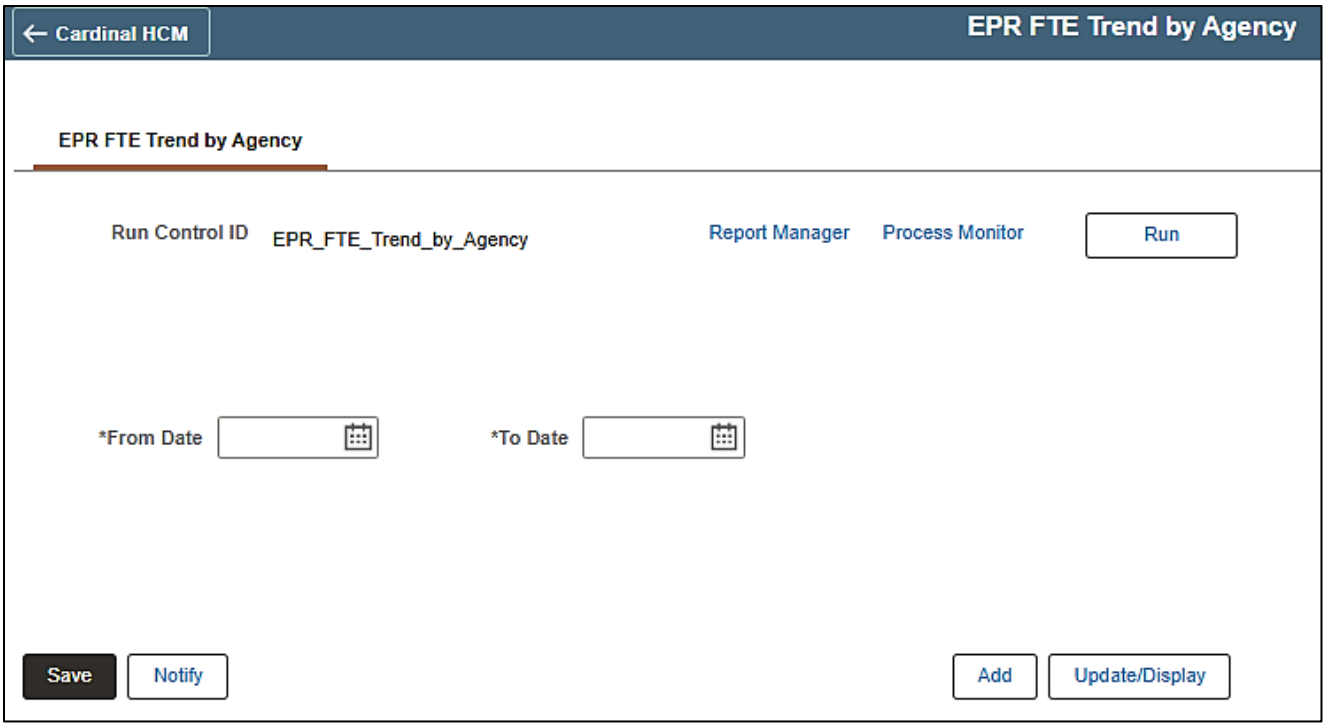
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Workforce Reports > EPR FTE Trend by Agency

INPUT / SEARCH CRITERIA:
From Date
To Date

OUTPUT FORMAT:
Excel

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the EPR FTE Trend by Agency Report Run Control Page



Screenshot of the EPR Report - Full Time Equivalent Trend by Agency

Commonwealth of Virginia
Full-Time Equivalent (F.T.E.)
Employment by Agency and Month
Total Excluding Wage Employees

Date	10000 (Senate)	10100 (House of Delegates)	10300 (Magistrate	10700 (Div of Legislative	10900 (Div Legislative	11000 (Joint Legis Audit &	11100 (Supreme	11200 (Jud Inquiry and	11300 (Circuit Courts)	11400 (General District Courts)	11500 (Ju Domes
07/01/2020	0.00	386.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
08/01/2020	181.05	386.00	386.00	52.80	18.00	30.76	265.00	3.00	188.00	956.90	6
11/01/2020	190.05	385.00	387.00	53.80	18.00	30.76	265.00	3.00	1213.00	1070.90	6
12/14/2020	190.05	385.00	387.00	53.80	18.00	30.76	265.00	3.00	1213.00	1070.90	6
12/15/2020	181.05	385.00	385.00	53.80	18.00	30.76	265.00	3.00	190.00	956.90	6
12/16/2020	181.05	385.00	385.00	53.80	18.00	30.76	265.00	3.00	190.00	956.90	6
01/08/2021	184.05	385.00	385.00	53.80	18.00	30.76	265.00	3.00	191.00	956.90	6
02/01/2021	185.05	0.00	385.00	52.80	18.00	30.76	265.00	3.00	191.00	956.90	6

EPR Monthly Employment Data Report (RHR305)

REVISED: 9/1/2026

DESCRIPTION:
This EPR report displays FTE headcount data for a specific month. Two Excel tables are generated.

Table One displays Executive Department Salaried Employees FTE employment data listed by Cabinet Secretariat. Table Two displays FTE employment data based on branch of government (Executive, Legislative, Judicial, and Independent) for Salaried and Temporary (wage) employees. The results are generated from the EPR tool certified data.

This report is used by DHRM, Agency HR Managers, and Agency HR SMEs.

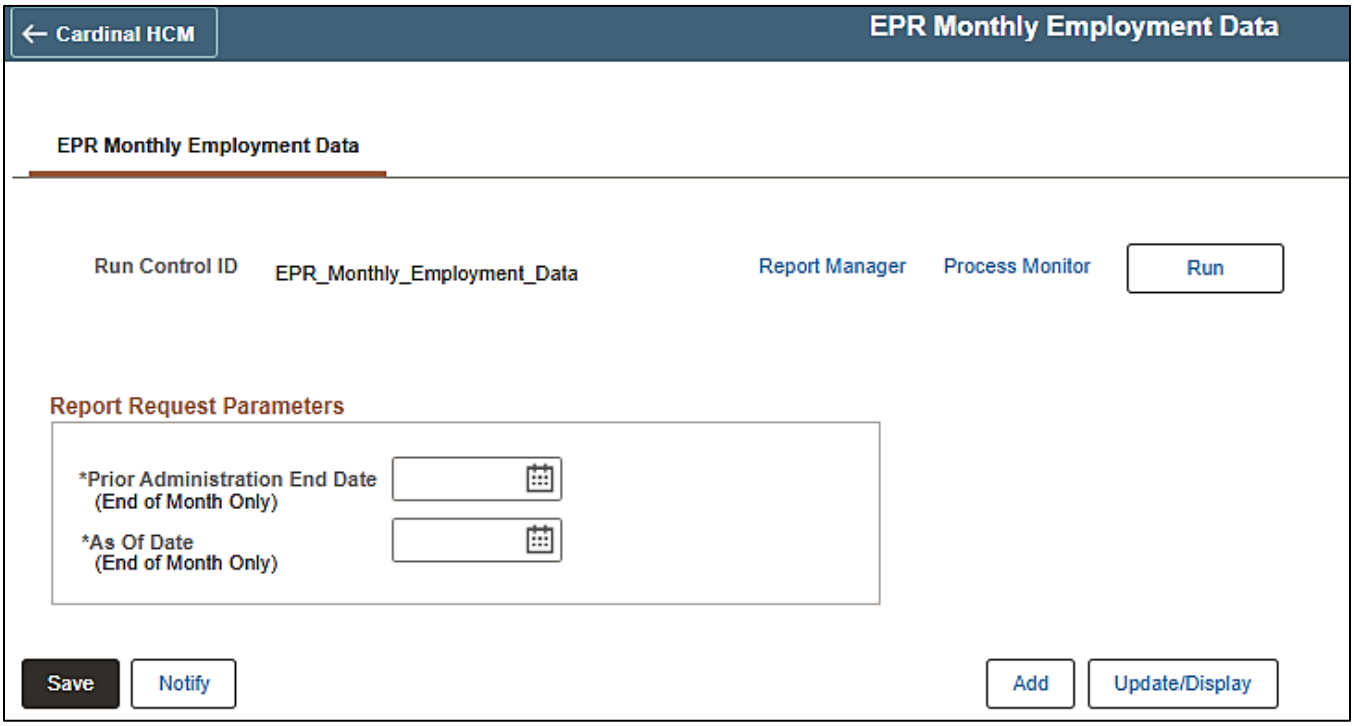
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Workforce Reports > EPR Monthly Employment Data

INPUT / SEARCH CRITERIA:
Prior Administration End Date (End of Month Only)
As Of Date (End of Month Only)

OUTPUT FORMAT:
Excel

ADDITIONAL INFORMATION:
The **Prior Administration End Date** and **As of Date** fields are required fields.

Screenshot of the EPR Monthly Employment Data Report Run Control Page



Screenshot of the EPR Monthly Employment Data Report Table One

Commonwealth of Virginia
Executive Department Salaried Employment
(Includes Manpower Control Program Exceptions: Employees in auxilliary enterprises, sponsored programs, and teaching hospitals)

Secretariat	(1)	(2)	(3)	(4)		(5)		(6)
	Actual F.T.E. Employment			Difference Cols (3) & (2)		Difference Cols (3) & (1)		Appropriated Max.
TOTAL	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00

Screenshot of the EPR Monthly Employment Data Report Table Two

Table Two
Commonwealth of Virginia
Full-Time Equivalent Employment

Branch	(1)	(2)	(3)	(4)		(5)		(6)
	Actual F.T.E. Employment			Difference Cols (3) & (2)		Difference Cols (3) & (1)		Appropriated Max.
Salaried Employees								
Total Salaried	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00
Temporary Employees								
Total Temporary	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	N/A
STATEWIDE TOTAL	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	N/A

Exceptional Transfer Report (RHR349)

REVISED: 9/1/2026

DESCRIPTION:
This report is used to monitor transfers from non-covered positions to covered positions under the Virginia Personnel Act (VPA). This is a DHRM only report.

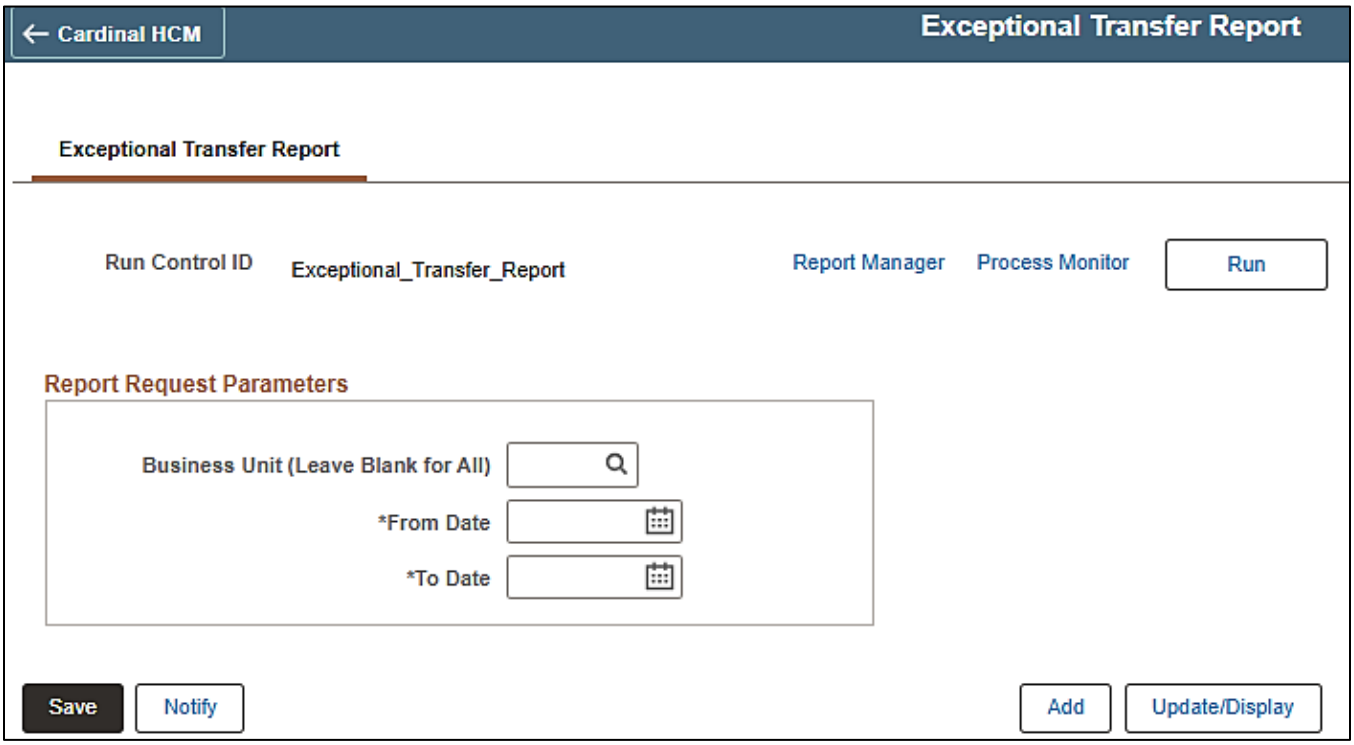
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Exceptional Transfer Report

INPUT / SEARCH CRITERIA:
Business Unit (Leave Blank for all)
From Date
To Date

OUTPUT FORMAT:
PDF

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Exceptional Transfer Report Run Control Page



Screenshot of the Exceptional Transfer Report

Cardinal

Commonwealth of Virginia
Exceptional Transfer Report

Report ID:RHR349

Run Date: 09/08/2021
Run Time: 11:44:44
Page 1 of 1

12300

Employee ID	Empl Rcd	Name	Efft Date	Action	Action Reason	Employee Class	Business Unit	Position	VPA Indicator
	1		2/23/2021	Hire	Reassign	Student	12300	DMA00037	Y
	3		5/10/2019	Terminatn	TER CNV	Student	21500	UMWST656	N
	2		2/4/2019	Terminatn	TER CNV	Student	21500	UMWST156	N
	0		1/2/2019	Terminatn	TER CNV	Student	21500	UMWSE180	N
	1		1/7/2021	Hire	Reassign	Classified	12300	DMA00024	Y
	0		10/27/2019	Data Chg	CNV	Wage	70100	DOCW0116	N

19400

Employee ID	Empl Rcd	Name	Efft Date	Action	Action Reason	Employee Class	Business Unit	Position	VPA Indicator
	0		1/19/2021	Posn Chg	Intr-Reorg	Agency Hd	19400	DGSHR007	Y
	0		1/18/2021	Pay Rt Chg	KSA	Agency Hd	19400	DGSHR004	N

71800

Employee ID	Empl Rcd	Name	Efft Date	Action	Action Reason	Employee Class	Business Unit	Position	VPA Indicator
	0		1/20/2021	Transfer	XFR Lat	Wage	71800	BCCHR018	Y
	0		1/19/2021	Data Chg	DTA	Wage	71800	BCCHR017	N

Incumbent History Report (RHR461I)

REVISED: 9/1/2026

DESCRIPTION:
This report contains compensation components and displays incumbent and compensation data as it relates to a specific position. It is used to review position classification and incumbent changes.

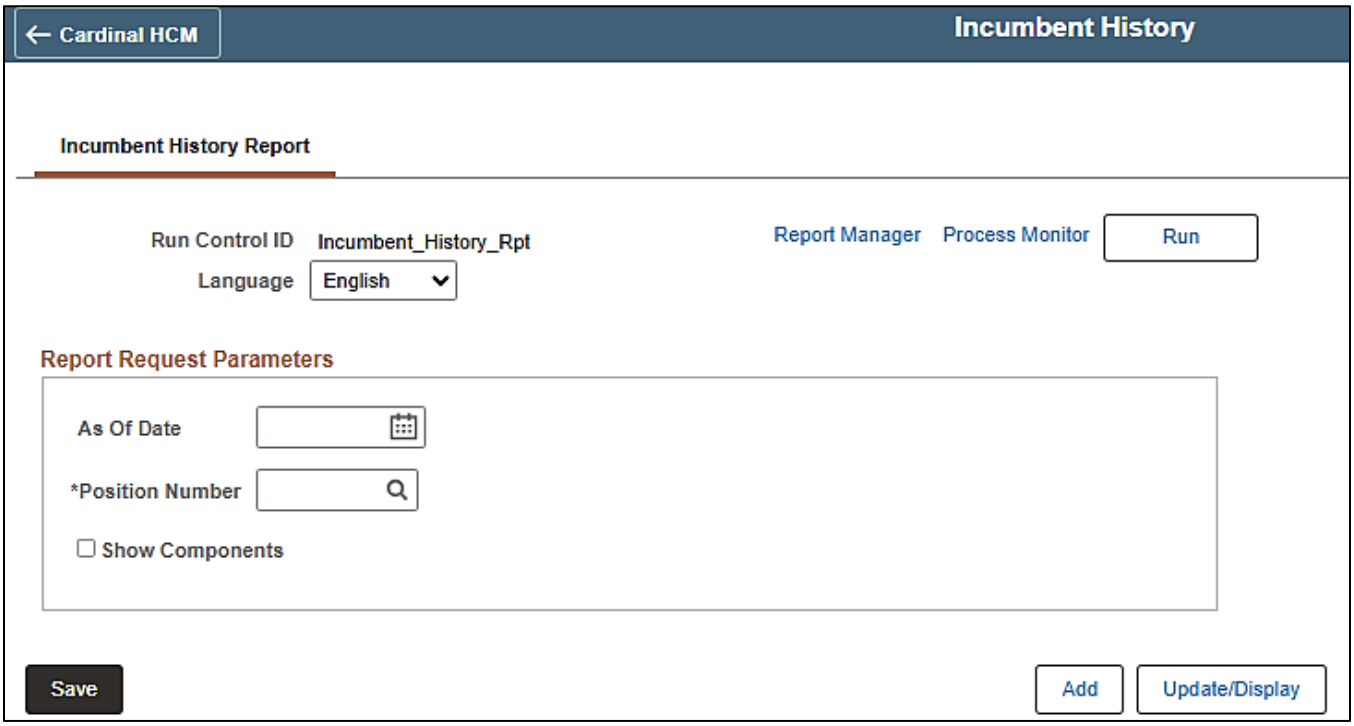
NAVIGATION PATH:
NavBar > Menu > Organizational Development > Position Management > Position Reports > Incumbent History

INPUT / SEARCH CRITERIA:
As of Date
Position Number
Show Components (checkbox)

OUTPUT FORMAT:
Excel

ADDITIONAL INFORMATION:
The **Position Number** field is a required field.

Screenshot of the Incumbent History Report Run Control Page



Screenshot of the Incumbent History Report

Commonwealth of Virginia														
INCUMBENT POSITION HISTORY REPORT														
Run Date: 09/17/2021														
Report ID: RHR461I	Run Time: 01:32 00													
Page No. 1	of	1												
Run Control Parameters														
As of Date :	3/31/2021													
Position Number :	DOA00125													
Show Components :	Y													
POSITION														
Bus Unit	15100													
BU Descr	Department of Accounts													
Company	DOA													
Comp Descr	Department of Accounts													
Deptid	95400													
Dept Descr	General Accounting Operations													
Job Code	19032													
Position Nbr	DOA00125													
Position Title	Accounting Analyst													
Status	A													
Sal Pln	SW													
Sal Grd	5													
Sal Step														
POSITION INCUMBENT														
Entry DT	Exit Date	Incumben	Emplid	Cur Cd	Entry Sala	Comp Fre	Entry Pln/	Cur Cd	Exit Salary	Comp Fre	Exit Pln/G	Exit Reasc	US SOC CD	VPA Elig
1/10/2007				USD	3284.92	S	SW/5/ 00				//			
		Compensa	STATE	USD	78838	A								

Job Group Diversity Analysis (RHR293)

REVISED: 9/1/2026

DESCRIPTION:
This report provides an analysis of the makeup of a workforce by job groups or job functions within the Agency and each Department. These totals are further detailed by ethnicity and gender, and furthermore by ethnicity within each gender. Agencies may use this report to analyze disparate impact and to review the ethnicity date prior to the EEO4 report deadline.

DHRM, Agency HR Managers, and Agency HR SMEs use this report to examine job groupings in relation to company structure. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

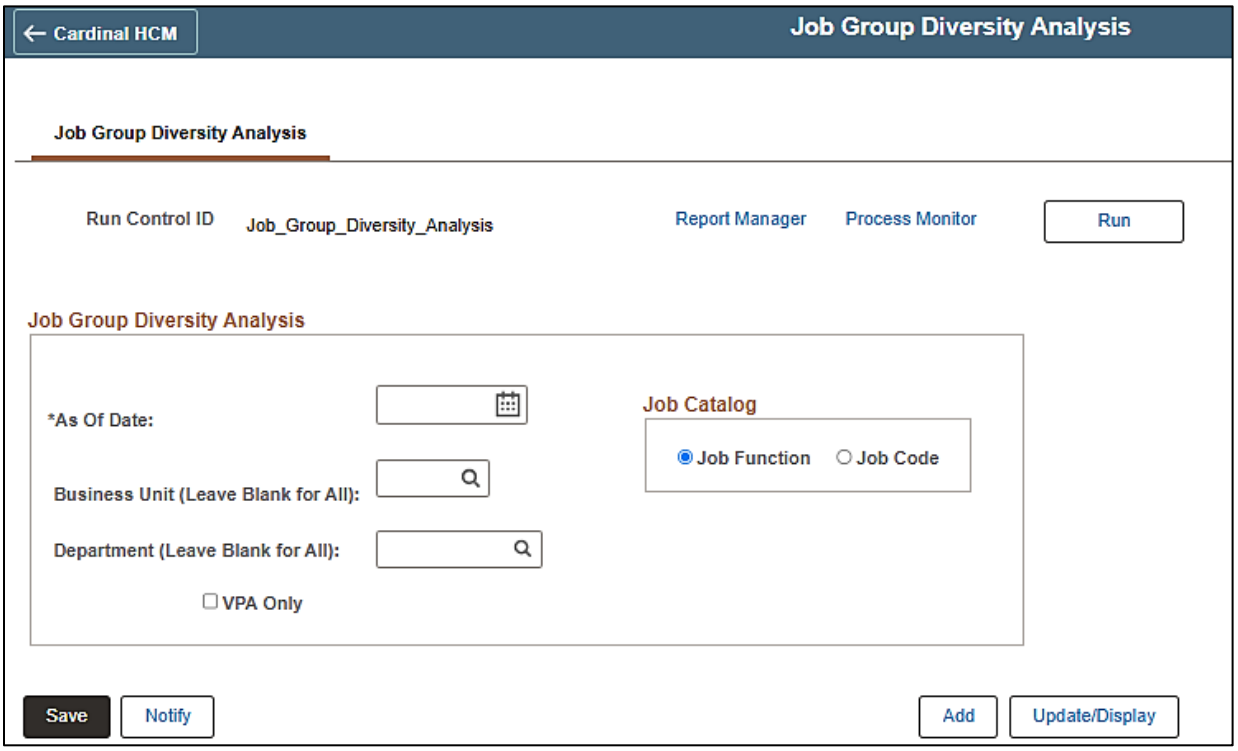
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Workforce Reports > Job Group Diversity Analysis

INPUT / SEARCH CRITERIA:
As of Date
Job Category (Job Function or Job Code)
Business Unit (Leave Blank for All)
Department (Leave Blank for All)
VPA only (checkbox)

OUTPUT FORMAT:
Excel

ADDITIONAL INFORMATION:
The **As of Date** field defaults to current date but may be updated as needed.

Screenshot of the Job Group Diversity Analysis Report Run Control Page



Screenshot of the Job Group Diversity Analysis Report

Cardinal

Commonwealth of Virginia
Job Group Diversity Analysis

Report ID: RHR293

Run Date: 04/30/2021
Run Time: 14:15:55
Page No: 1 of 1

As of Date	03/31/2021

Job Function	Business Unit	Department	Total Employees	Total Minorities	Male								Female							
					White	Hispanic	Black	Asian/Pcls	AmInd	2+Race	Not Specified	Total	White	Hispanic	Black	Asian/Pcls	AmInd	2+Race	Not Specified	Total
CDO - Computer Operations	10000	1000	1	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
UGR - Ungraded	10000	1100	10	7	1	2	2	0	0	0	0	5	2	2	1	0	0	0	0	5
UGR - Ungraded	10100	2207	10	7	1	2	2	0	0	0	0	5	2	2	1	0	0	0	0	5
UGR - Ungraded	10700	10700	4	0	1	0	0	0	0	0	0	1	3	0	0	0	0	0	0	3
UGR - Ungraded	11000	11000	31	26	3	0	0	0	0	0	10	13	2	0	0	0	0	0	16	18
CDO - Computer Operations	11300	10000	26	0	26	0	0	0	0	0	0	26	0	0	0	0	0	0	0	0
UGR - Ungraded	11300	10000	13	10	1	2	2	0	1	0	0	6	2	2	1	1	1	0	0	7
UGR - Ungraded	11400	10000	3	3	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	3
WGE - Wage Only	12200	12100	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
AOS - Admin & Office	12300	VAPA	8	5	1	1	2	0	0	0	0	4	2	1	1	0	0	0	0	4
WGE - Wage Only	12300	AIRGUARDFO	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
WGE - Wage Only	12300	CHALLENGE	7	5	1	0	2	0	0	0	0	3	1	1	2	0	0	0	0	4
WGE - Wage Only	12300	DISTLEARN	4	0	3	0	0	0	0	0	0	3	1	0	0	0	0	0	0	1
WGE - Wage Only	12300	EDUCATION	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
WGE - Wage Only	12300	FACILITIES	35	11	22	3	7	1	0	0	0	33	2	0	0	0	0	0	0	2
WGE - Wage Only	12300	FTPICBILL	6	5	0	0	0	0	0	0	0	0	1	0	5	0	0	0	0	6
WGE - Wage Only	12300	FTPICDPW	25	7	14	1	3	0	0	0	0	18	4	0	3	0	0	0	0	7
WGE - Wage Only	12300	FTPICFIRE	3	0	3	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0
WGE - Wage Only	12300	ITAM	2	0	2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0

Job Group Diversity Analysis- New Hires (RHR503)

REVISED: 9/1/2026

DESCRIPTION:
This report displays new hires by Secretariat and the occupational group/job function to examine job groupings in relation to company structure. This report provides totals by ethnicity, by gender, and by ethnicity within gender. The results include salaried hires or rehires only. It is used to analyze disparate impact with regard to hiring.

This report is used by Agency and DHRM HR Analysts, Administrators, and Managers.

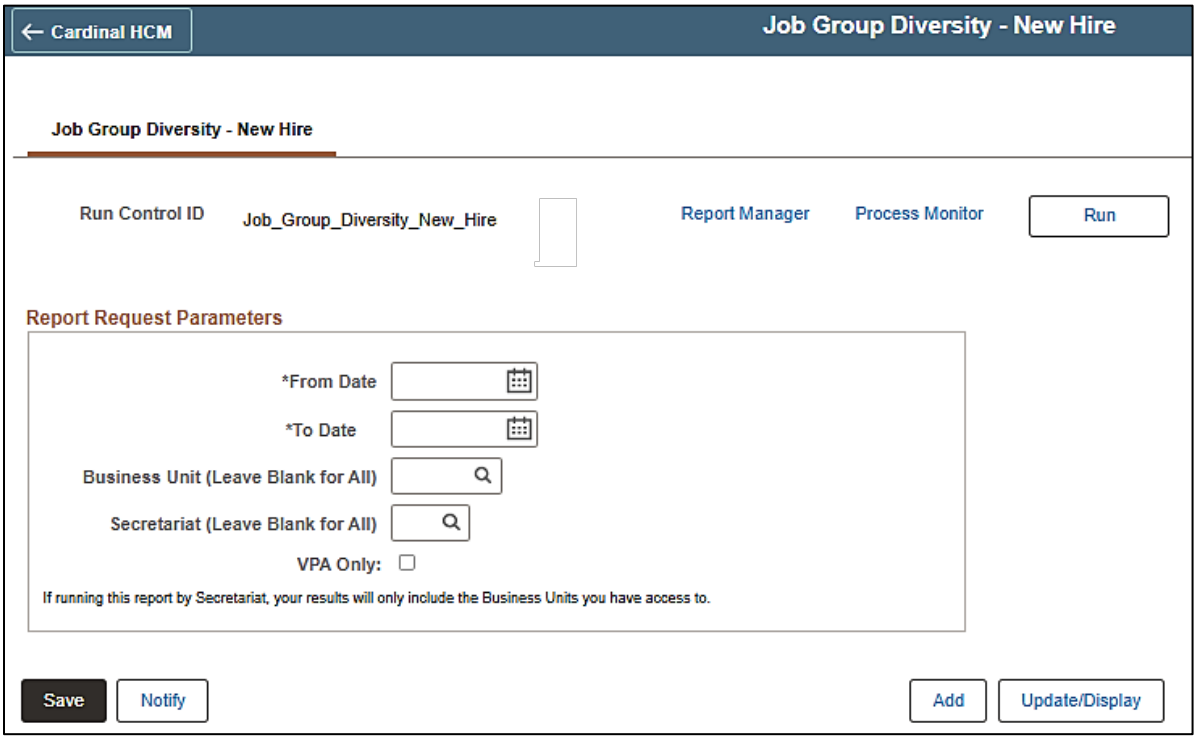
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Workforce Reports > Job Group Diversity – New Hire

INPUT / SEARCH CRITERIA:
From Date
To Date
Business Unit (Leave Blank for All)
Secretariat (Leave Blank for All)
VPA Only (checkbox)

OUTPUT FORMAT:
PDF

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Job Group Diversity Analysis- New Hires Report Run Control Page



Screenshot of the Job Group Diversity Analysis - New Hires Report

Cardinal

Commonwealth of Virginia
Job Group Diversity Analysis - New Hires

Run Date: 04/21/2021
Run Time: 16:42:43
Page 1 of 1

Report ID:RHR503
Business Unit:
From Date: 1/1/2021
To Date: 3/31/2021

	Total New Hire	Total Minorities	MALE							FEMAIL						
			White	Hispanic	Black	Ans/Pcls	Amind	2+Race	Total	White	Hispanic	Black	Ans/Pcls	Amind	2+Race	Total
Secretariat 3:Education																
BU:21300																
Prof - Assistant Professor	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Secretariat 6:Public Safety & Homeland Secty																
BU:71800																
Corr Ent Systems Analyst	1	1	0	0	1	0	0	0	1	0	0	0	0	0	0	0
Secretariat 7:Legislative																
BU:10000																
COV Default	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Secretariat 13:Finance																
BU:15100																
Financial Services Spec I	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0
Secretariat 16:Commerce and Trade																
BU:85100																
Financial Services Speclist II	2	1	1	0	0	0	0	0	2	0	0	0	0	0	0	0

Leave of Absence Report (RHR205)

REVISED: 9/1/2026

DESCRIPTION:
This report can be run at the summary or detail level and is used to monitor employees on paid and unpaid leave. The Report summary displays the count of employees on leave of absence by Action/Action Reason, percentage of population, and average leave duration. The report includes percentages of employees by leave type and by Department that roll up to Detail report list of employees on leave.

This report is used by Agency Payroll and HR Administrators who are responsible for managing leave data.

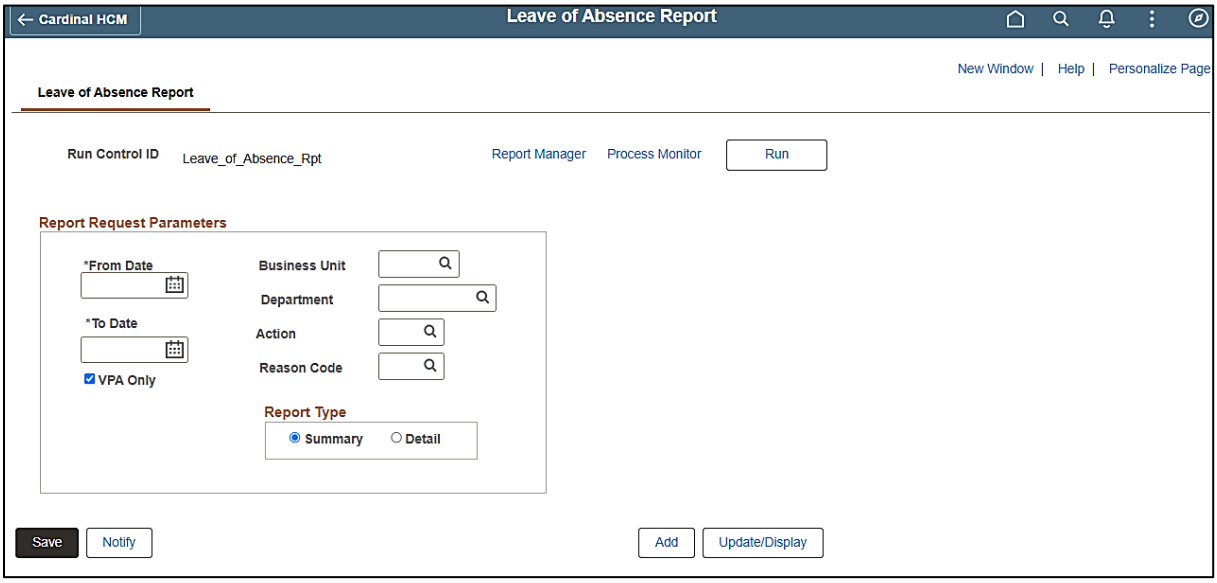
NAVIGATION PATH:
NavBar > Menu > Workforce Administration> Job Information > Reports > Leave of Absence Report

INPUT / SEARCH CRITERIA:
From Date
To Date
VPA Only (checkbox)
Business Unit
Department
Action
Reason Code
Report Type (Summary or Detail)

OUTPUT FORMAT:
Excel

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Leave of Absence Report Run Control Page



Screenshot of the Leave of Absence Report – Summary Report

Cardinal

Commonwealth of Virginia
Leave of Absence Report
Summary Report

Report ID: RHR205S
Run Date: APR-13-2023
Run Time: 12:29:32

From Date: 2023-01-01
To Date: 2023-01-31
Business Unit:
Department:
VPA Only: Y
Action:
Action Reason:

Business Unit	Department	Action	Action Reason	Num of Empl in Dept	Num of Empl on Leave	Average Leave Duration	Percent of Empl on Leave
		PLA	Long-Term Disability-Working	13	2	306	15%
		RFL	Return From Leave	13	88	0	677%
		PLA	Short-Term Disability	9	52	84	578%
		RFL	Return From Leave	9	88	0	978%
		PLA	Short-Term Disability	6	52	101	867%
		RFL	Return From Leave	6	88	0	1467%
		PLA	Personal	23	23	32	100%
		PLA	Short Term Disability-Working	23	10	173	43%
		RFL	Return From Leave	23	88	0	383%
		DTA	Paid Leave Extension	12	92	140	767%
		PLA	Short Term Disability-Working	16	10	68	63%
		DTA	Paid Leave Extension	13	92	182	708%
		PLA	Short Term Disability-Working	13	10	48	77%
		RFL	Return From Leave	13	88	0	677%
		PLA	Administrative Leave	11	5	21	45%
		RFL	Return From Leave	11	88	0	800%
		DTA	Paid Leave Extension	27	92	30	341%
		PLA	Short-Term Disability	27	52	43	193%
		RFL	Return From Leave	27	88	0	326%
		PLA	Personal	7	23	19	329%
		DTA	Paid Leave Extension	9	92	60	1022%
		PLA	Personal	20	23	34	115%
		PLA	Short-Term Disability	20	52	64	260%
		RFL	Return From Leave	20	88	0	440%
		DTA	Paid Leave Extension	19	92	88	484%

Screenshot of the Leave of Absence Report – Detail Report

Commonwealth of Virginia
Leave of Absence Report
Detail Report

Report ID: RHR205
Run Date: APR-13-2023
Run Time: 12:05:21

From Date: 2023-01-01
To Date: 2023-01-31
Business Unit:
Department:
VPA Only: Y
Action:
Action Reason:

Business Unit	Department	Employee ID	Empl Rcd	Name	Pay Group	Effective Date	Action	Action Reason	Claim Num	Expected Return Date	Probationary Expiration Date
			0		S10	2023-01-23	RFL	Return From Leave			
			0		S10	2023-01-19	RFL	Return From Leave			
			0		S10	2023-03-14	RFL	Return From Leave			
			0		S10	2023-01-17	PLA	Short Term Disability-Working		2023-03-03	2022-06-10
			0		S10	2023-02-02	RFL	Return From Leave			
			0		S10	2022-11-20	PLA	Parental Leave		2023-01-04	
			0		S10	2023-01-11	PLA	Parental Leave		2023-01-30	
			0		S10	2023-01-23	RFL	Return From Leave			
			0		S10	2023-01-03	RFL	Return From Leave			

Performance Ratings Detail & Summary Reports (RHR265)

REVISED: 9/1/2026

DESCRIPTION:
This report displays performance ratings available at summary or detail level. The summary report provides counts and percentages of employee ratings. The detailed report provides employee names, Employee ID, EEO codes, rating, effective date, re-evaluation date, and status.

This report is used by Agencies and DHRM to determine outstanding ratings and re-evaluation statuses, as well as EEO analysis. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

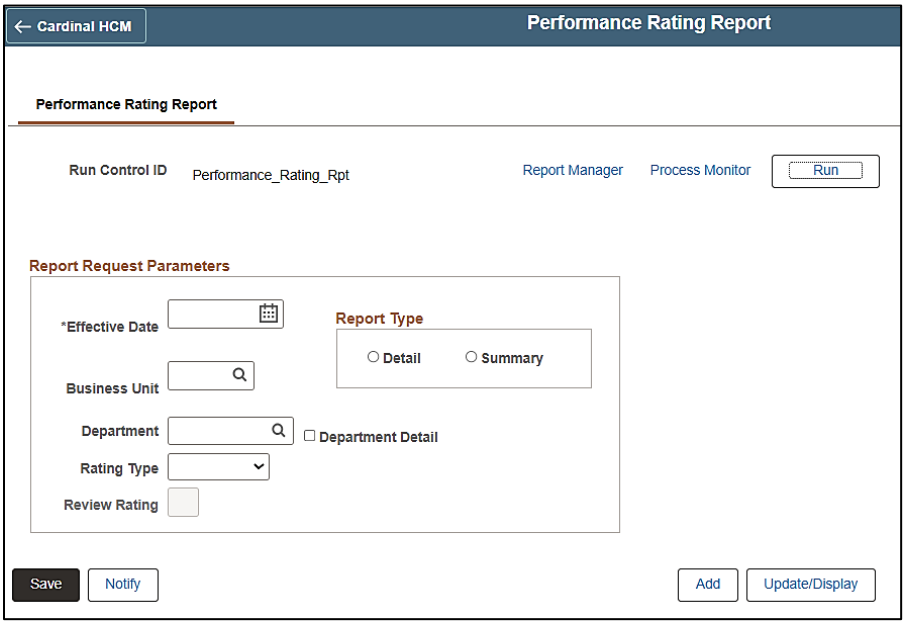
NAVIGATION PATH:
NavBar > Menu > Workforce Development > Performance Management > Reports > Performance Rating Report

INPUT / SEARCH CRITERIA:
Effective Date
Report Type (Detail or Summary)
Business Unit
Department
Department Detail
Department Detail (checkbox)
Rating Type

OUTPUT FORMAT:
PDF

ADDITIONAL INFORMATION:
The **Effective Date** field is a required field. The **Business Unit** and **Departmen**t fields are optional fields (leave Blank for all results).

Screenshot of the Performance Ratings Detail & Summary Reports Run Control Page



Screenshot of the Performance Ratings Detail Report

Business Unit	Department	Empl ID	Empl Rcd	Name	Position	Eff Dt	Eff Seq	Rating Type	Rating Cycle	Review Rating	Re-Eval Status	Re-Eval Date	Age	Sex	EEO Code
18100	18100		0	DOE, JOHN		2023-01-31	0	A	PYOCT2022	C				F	6
18100	18100		0	DOE, JOHN		2023-10-25	0	A	PYOCT2023	C				F	6
18100	18100		0	DOE, JOHN		2024-12-31	0	A	PYOCT2024	C				F	6
18100	18100		0	DOE, JOHN		2023-05-24	0	A	PYOCT2022	C				F	6
18100	18100		2	DOE, JOHN		2023-01-31	0	A	PYOCT2022	C				F	5
18100	18100		2	DOE, JOHN		2023-10-25	0	A	PYOCT2023	C				F	5
18100	18100		2	DOE, JOHN		2024-12-10	0	A	PYOCT2024	C				F	5
18100	18100		0	DOE, JOHN		2023-01-31	0	A	PYOCT2022	C				M	2
18100	18100		0	DOE, JOHN		2023-10-25	0	A	PYOCT2023	X				M	2
18100	18100		0	DOE, JOHN		2024-12-10	0	A	PYOCT2024	X				M	2
18100	18100		0	DOE, JOHN		2023-05-24	0	A	PYOCT2022	C				M	1
18100	18100		0	DOE, JOHN		2023-10-25	0	A	PYOCT2023	C				M	1
18100	18100		0	DOE,		2024-	0	A	PYOCT2024	X				M	1

Screenshot of the Performance Ratings Summary Report

Commonwealth of Virginia
Performance Ratings Details & Summary Report
Summary Report

Report ID: RHR265

Effective Date	2025-08-01
Business Unit	
Department	
Rating Type	
Review Rating	
Report Type	S
Department Detail	N

Business Unit	Business Unit Total Employees	Department	Department Total Employees	Review Rating	Employee Count	Percent
	575	Business Unit Totals		B	5	1%
				C	393	68%
				H	2	0%
				S	7	1%
				X	78	14%
				Not Rated	90	16%

Person Data Changes Report (RHR501)

REVISED: 9/1/2026

DESCRIPTION:
This report captures all personal data changes within a range of dates. The report displays the field that was changed, the date the change was made, who made the change, the old value, and the new value.

This report is used by Payroll, Benefit (BN), and HR Administrators to audit and validate personal data changes that impact downstream processes.

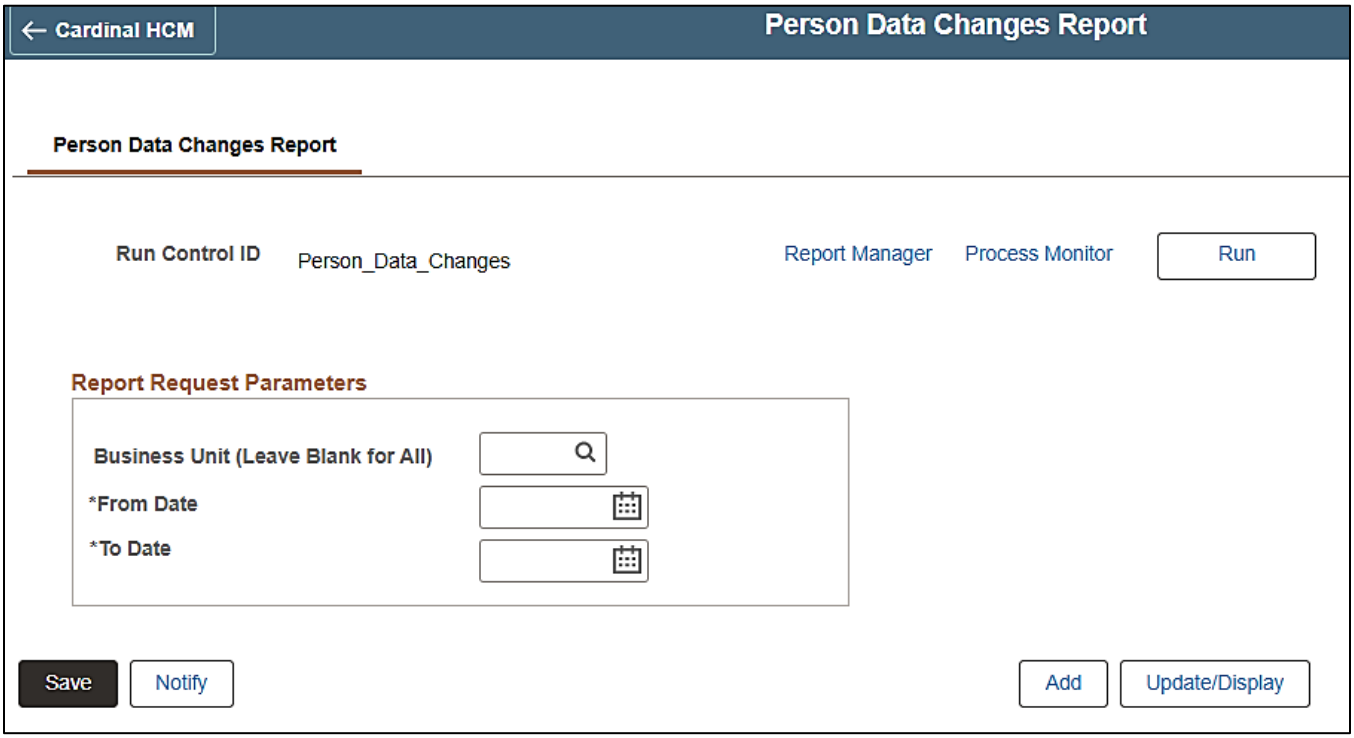
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Workforce Reports > Person Data Changes Report

INPUT / SEARCH CRITERIA:
Business Unit (Leave Blank for All)
From Date
To Date

OUTPUT FORMAT:
PDF
XLS

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Person Data Changes Report Run Control Page



Screenshot of the Person Data Changes Report

Cardinal

Commonwealth of Virginia
Person Data Changes

Report ID: RHR501
Run Date: APR-27-2021
Run Time: 16:51:30

Business Unit: **Begin Date:** 2021-01-01 **End Date:** 2021-03-31

Bus Unit	Emplid	Empl Rcd	Name	Field Changed	Change Date	Changed By	Old Value	New Value
VRSRT		0		DT_OF_DEATH	2021-03-10		2019-08-03	2019-08-28
VRSRT		0		POSTAL	2021-01-06			23220
VRSRT		0		NAME_DISPLAY_SRCH	2021-01-06			HREEHR
VRSRT		0		NAME_FORMAL	2021-01-06			HREE3 02HR0122
VRSRT		0		FT_STUDENT	2021-01-06			N
VRSRT		0		HIGHEST_EDUC_LVL	2021-01-06			A
VRSRT		0		SEX	2021-01-06			U
VRSRT		0		MAR_STATUS_DT	2021-01-06			2019-11-10
VRSRT		0		MAR_STATUS	2021-01-06			U
VRSRT		0		NAME_DISPLAY	2021-01-06			HREE3 02HR0122
VRSRT		0		EMAIL_ADDR	2021-01-06			HREE3.02HR0122@personal.com
VRSRT		0		EMAIL_ADDR	2021-01-06			HREE3.02HR0122@VRA.virginia.gov
VRSRT		0		LAST_NAME_PREF_NLD	2021-01-06			1
VRSRT		0		FIRST_NAME	2021-01-06			HREE3
VRSRT		0		LAST_NAME	2021-01-06			02HR0122
VRSRT		0		FIRST_NAME_SRCH	2021-01-06			HREE
VRSRT		0		LAST_NAME_SRCH	2021-01-06			HR
VRSRT		0		NAME	2021-01-06			02HR0122,HREE3
VRSRT		0		COUNTRY_NM_FORMAT	2021-01-06			001
VRSRT		0		EFF_STATUS	2021-01-06			A
VRSRT		0		NAME_TYPE	2021-01-06			PRI
VRSRT		0		COUNTRY	2021-01-06			USA
VRSRT		0		EFF_STATUS	2021-01-06			A
VRSRT		0		ADDRESS_TYPE	2021-01-06			HOME
VRSRT		0		COUNTY	2021-01-06			Richmond City
VRSRT		0		STATE	2021-01-06			VA
VRSRT		0		CITY	2021-01-06			Richmond

Position Data Upload Error Report (RHR041)

REVISED: 9/1/2026

DESCRIPTION:
This report is used by interfacing Agencies only. This report displays errors for Agencies who are interfacing position data (HR006). This error report should be reviewed by interfacing Agencies regularly to address and correct errors online in a timely manner.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Position Data Upload Error

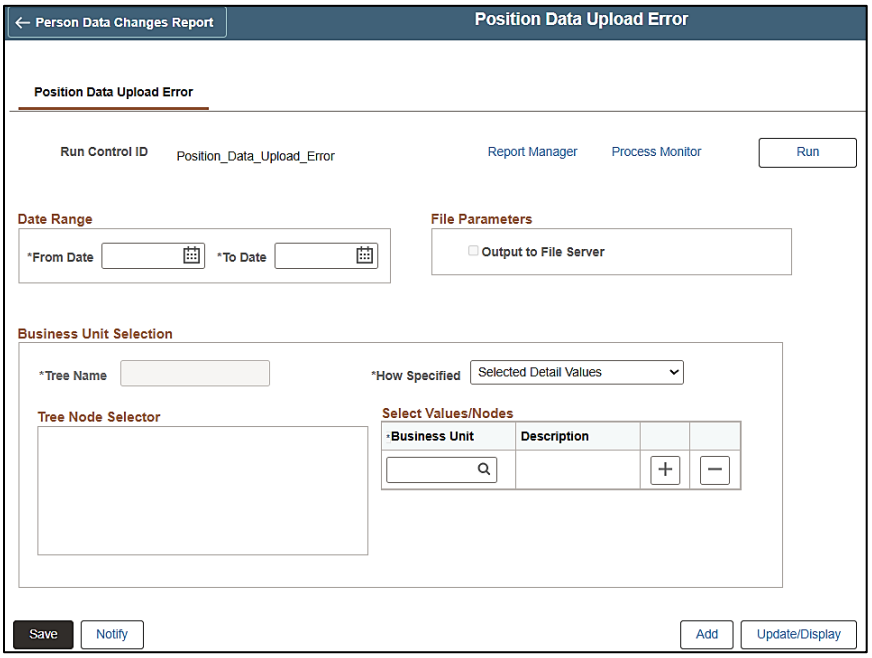
INPUT / SEARCH CRITERIA:
From Date
To Date
Output to File Server (checkbox)
Tree Name BU_HR006_INTIN
How Specified Detail Selected Parents

OUTPUT FORMAT:
PDF

ADDITIONAL INFORMATION:
The **Output to File Server** checkbox option is only used by Batch users. The **From Date** and **To Date** fields are required fields.

The **Tree Name** and **How Specified** fields are also required fields. The **Tree Node Selector** section populates after the required fields are entered and the **Tree** icon is selected. Expanding the Tree and selecting the desired Business Unit (BU) populates the **Select Value/Nodes** section. Tree nodes are built with all of the Agencies and their respective Departments. They are applied in different forms to include or exclude data.

Screenshot of the Position Data Upload Error Report Run Control Page



Screenshot of the Position Data Upload Error Report

Cardinal

Commonwealth of Virginia

POSITION DATA UPLOAD ERROR REPORT

Report ID: RHR041

Run Date: 08/25/2026
Run Time: 10:46 00

Page No. 1 of 49

Submitting HR BU: 99900
Upload Date Range: 01-JAN-2024 **to** 31-AUG-2024

File Name: 99900_HR006_IN_01012024_1730_001.DAT
Upload Date: 02-JAN-2024

HR Position BU: 99900

Position	Error Field Name	Field Value	Error Type	Error Description
ABCW08A1	ACTION_REASON	NEW	W	New Position Added with Dept ChartField Defaults. If change in ChartField is required make updates to the Position Default ChartField.

Total Position Rows Submitted: 1
Total Position Rows with Errors: 0
Total Position Rows Loaded Successfully: 1
Total Warnings: 1

File Name: 99900_HR006_IN_01082024_1730_001.DAT
Upload Date: 08-JAN-2024

HR Position BU: 99900

Position	Error Field Name	Field Value	Error Type	Error Description
ABCW06YN	ACTION_REASON	NEW	W	New Position Added with Dept ChartField Defaults. If change in ChartField is required make updates to the Position Default ChartField.

Total Position Rows Submitted: 2
Total Position Rows with Errors: 0
Total Position Rows Loaded Successfully: 2
Total Warnings: 1

File Name: 99900_HR006_IN_01092024_1730_001.DAT
Upload Date: 09-JAN-2024

Position History Report (RHR461H)

REVISED: 9/1/2026

DESCRIPTION:
This report shows position history details for active and inactive positions. This report displays all relevant position fields and position sibling information defined in the run control parameters. Agencies may use this report to analyze changes made to positions over a period of time for classification study purposes.

This report is used by DHRM and Agency HR.

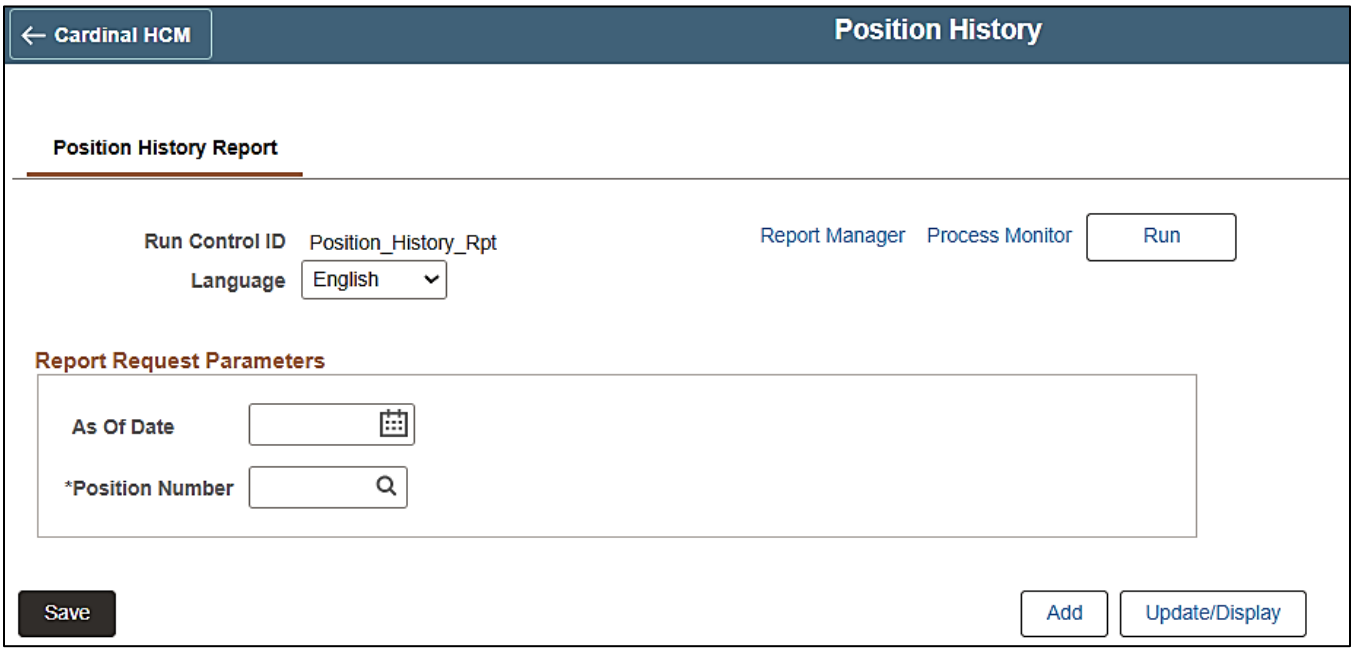
NAVIGATION PATH:
NavBar > Menu > Organizational Development > Position Management > Position Reports > Position History

INPUT / SEARCH CRITERIA:
As Of Date
Position Number

OUTPUT FORMAT:
CSV

ADDITIONAL INFORMATION:
The **Position Number** field is a required field.

Screenshot of the Position History Report Run Control Page



Screenshot of the Position History Report (scrolled left)

Commonwealth of Virginia
POSITION Run Date: 01/19/2021
Report ID: Run Time: 10:04 00
Page No. 1 of 1
Run Control Parameters
As of Date 1-Jan-21
Position N DOCHR076

Position N	Eff DT	Action Date	Act RSN	Position Ti	Bus Unit	Dept	Job Code	Reports To	Company	Location	Max Head	Reg/Temp	Full/Part	Std Hrs	Work Peric	Job Shr	Status	Status Dt	Budg Posn	Last Update
DOCHR07(	1/1/2021	1/19/2021	UPD	Security O	70100	125	69113	DOCHR00	DOC	CRO	1	R	F	40	Weekly	N	Approved	1/1/1901	Y	1/19/2021 1
DOCHR07(	1/1/1901	1/1/1901	NEW	Security O	70100	125	69113	DOCHR00	DOC	CRO	1	R	F	40	Weekly	N	Approved	1/1/1901	Y	6/23/2020 1

Screenshot of the Position History Report (scrolled right)

us Dt	Budg Posn	Last Update	Last Updat	Post Revie	Pos Month	Pos Econ I	Agency Fld	Pos EEO C	Pos Safe S	US SOC Cd	Alt Work S	Sensitive C	Pos Agenc	Pos Agenc	Supr Posn	Critical Ha	VPA Elig	Sal Plan	Sal Grade	Sal Step
/1901	Y	1/19/2021 10:02	PPS3_BRITTANY.HUD		12	N		2	N		N	N				N	Y	SW	3	
/1901	Y	6/23/2020 11:51	V_HR_POSITION_MG		12	N		2	N		N	N				N	Y	SW	3	

Position Summary Report (RHR471)

REVISED: 9/1/2026

DESCRIPTION:
This report displays specific position details and summarizes position data including position counts and percentage of populations filled positions by Business Unit and Department and average vacancy rate. This report is used by Agency HR and DHRM Analysts and Managers.

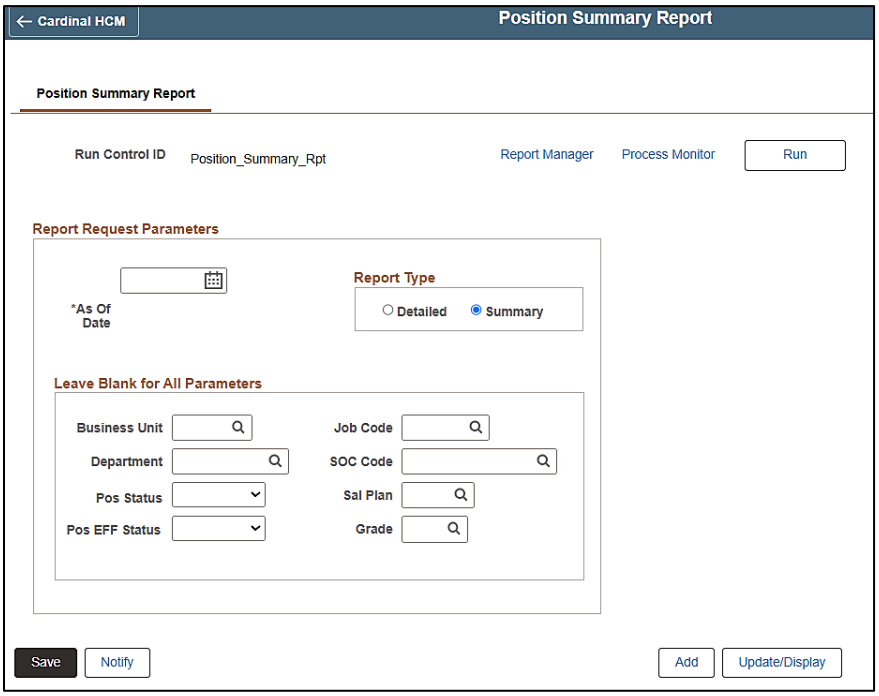
NAVIGATION PATH:
NavBar > Menu > Organizational Development > Position Management > Position Reports > Position Summary Report

INPUT / SEARCH CRITERIA:
As of Date
Report Type (Detailed or Summary)
Business Unit (Leave Blank for All)
Job Code (Leave Blank for All)
Department (Leave Blank for All)
SOC Code (Leave Blank for All)
Pos Status (Leave Blank for All)
Sal Plan (Leave Blank for All)
Pos EFF Status (Leave Blank for All)
Grade (Leave Blank for All)

OUTPUT FORMAT:
XLS

ADDITIONAL INFORMATION:
The **As Of Date** field is a required field.

Screenshot of the Position Summary Report Run Control Page



Screenshot of Position Summary Report – Summary View

Cardinal

Commonwealth of Virginia
Position Summary Report
Detailed Report

Run Date: 01/05/2024
Run Time: 16:47:35
Page 1 of 1

Report ID:RHR471

As of Date: 01/05/2024
Business Unit: 14000
Department:
Position Status:
Position Eff Status:
JobCode:
SOC Code:
Grade:

BU Description	Department	Num of Active BU Positions	Num of Active Dept Positions	Num of Vacant Positions	Avg BU Vacancy Rate
Dept of Criminal Justice Svcs	10110	215	4	2	1%
Dept of Criminal Justice Svcs	10120	215	3	0	0%
Dept of Criminal Justice Svcs	10210	215	1	0	0%
Dept of Criminal Justice Svcs	10220	215	11	4	2%
Dept of Criminal Justice Svcs	10230	215	10	4	2%
Dept of Criminal Justice Svcs	10250	215	1	0	0%
Dept of Criminal Justice Svcs	10260	215	12	3	1%
Dept of Criminal Justice Svcs	10270	215	2	1	0%
Dept of Criminal Justice Svcs	10310	215	2	1	0%
Dept of Criminal Justice Svcs	10320	215	10	3	1%
Dept of Criminal Justice Svcs	10330	215	23	1	0%
Dept of Criminal Justice Svcs	10340	215	9	1	0%
Dept of Criminal Justice Svcs	10410	215	4	4	2%
Dept of Criminal Justice Svcs	10510	215	1	0	0%
Dept of Criminal Justice Svcs	10530	215	14	5	2%
Dept of Criminal Justice Svcs	10540	215	11	1	0%
Dept of Criminal Justice Svcs	10610	215	3	1	0%
Dept of Criminal Justice Svcs	10620	215	7	1	0%
Dept of Criminal Justice Svcs	10630	215	7	1	0%
Dept of Criminal Justice Svcs	10640	215	5	1	0%
Dept of Criminal Justice Svcs	10710	215	8	1	0%
Dept of Criminal Justice Svcs	10720	215	9	1	0%
Dept of Criminal Justice Svcs	10730	215	6	1	0%
Dept of Criminal Justice Svcs	10740	215	7	2	1%
Dept of Criminal Justice Svcs	10810	215	3	3	1%
Total		215	173	42	20%

Screenshot of Position Summary Report – Detail View

Cardinal

Commonwealth of Virginia
Position Summary Report
Detail Report

Run Date: 01/11/2024
Run Time: 10:16:43
Page 1 of 1

Report ID:RHR471

As of Date: 01/11/2024
Business Unit: 77700
Department:
Position Status: A
Position Eff Status:
JobCode:
SOC Code:
Grade:

BU Description	Department	Position Number	Position Effdt	Position Description	Position Status	Position Eff Status	Job Code	SOC code	Grade	Position Vacant
Department of Juvenile Justice	50001	DJJXBA01	6/30/2022	Special Education and Student	A	A	29143	25-9099	3	N
Department of Juvenile Justice	50001	DJJXBA03	7/1/2022	Art Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJJXBA02	9/5/2023	Principal	A	A	29134	25-9031	5	N
Department of Juvenile Justice	50001	DJJXBA00	1/10/2023	School Psychologist	A	A	49212	19-3031	5	N
Department of Juvenile Justice	50001	DJJXBA06	1/1/1901	History Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJJXBA20	1/1/1901	Special Education Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJJXBA34	8/8/2022	Culinary Arts Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJJXBA21	1/1/1901	Welding Instructor	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJJXBA07	2/25/2023	Special Education Teacher	A	A	29112	25-2000	4	Y
Department of Juvenile Justice	50001	DJJXBA22	3/3/2023	Math Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJJXBA35	1/10/2023	Inst. Tech. Res. Specialist	A	A	29113	25-2000	5	N
Department of Juvenile Justice	50001	DJJXBA08	7/13/2022	School Counselor	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJJXBA23	1/1/1901	Biology Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJJXBA36	3/3/2023	English Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJJXBA09	1/1/1901	Special Education Teacher	A	A	29112	25-2000	4	N

Reward and Recognition Compliance Report (RHR490)

REVISED: 9/1/2026

DESCRIPTION:
This report audits the **Rewards and Recognition** page entries by applying edits (e.g., lifetime max, fiscal year limits, occurrence limit, and referral bonus limit) for classified employees only. This report displays transactions entered on the **Rewards and Recognition** page that are outside of policy defined compliance criteria with supporting field level detail (e.g., effective date, Agency, employee, reason code, amount, and written agreement expiration).

This report is used by Agency and DHRM HR staff to ensure that Bonus and Leave Actions comply with DHRM Policy for all classified employees.

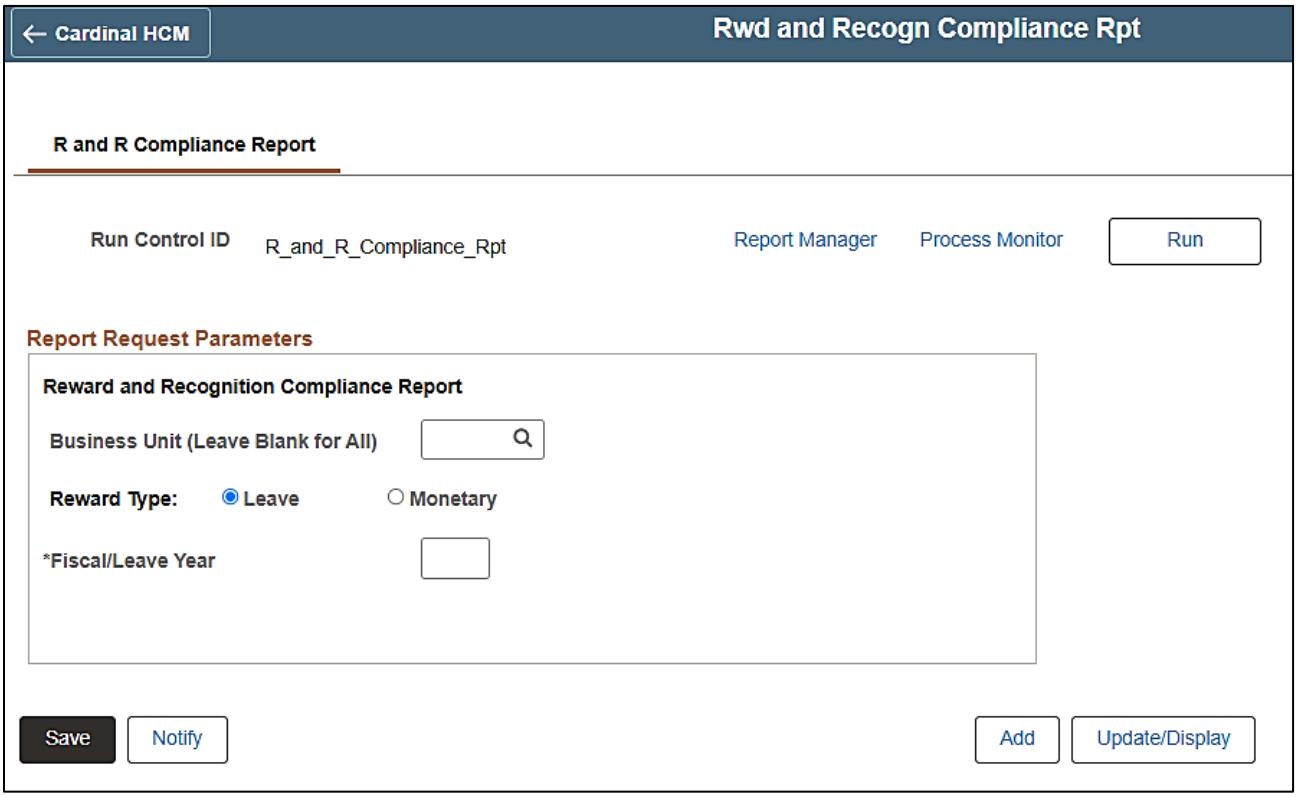
NAVIGATION PATH:
NavBar > Menu > Workforce Development > Rwd and Recogn Compliance Rpt

INPUT / SEARCH CRITERIA:
Business Unit (Leave Blank for All)
Reward Type (Leave or Monetary)
Fiscal/Leave Year

OUTPUT FORMAT:
Excel

ADDITIONAL INFORMATION:
The **Fiscal/Leave Year** field is a required field.

Screenshot of the Reward and Recognition Compliance Report Run Control Page



Screenshot of the Reward and Recognition Compliance Report (Monetary Reward)

Cardinal

Commonwealth of Virginia

Reward and Recognition Compliance Report

Page No: 1
Run Date: 04/29/2021
Run Time: 03:03:40 PM

Report ID: RHR490

Business Unit %
Start Date 07/01/2019
End Date 06/30/2020

Reward Type Monetary: Annual

Business Unit	Empl ID	Empl Rcd	Employee	Effective Date	Reward Type	Reward Hours	Reward Amount	Written Agreement Expiration	Comments
21500		0		12/16/2019	ERB	0.00	7000.00		
21500		0		12/23/2019	RNB	0.00	17000.00		
21500		0		12/26/2019	RNB	0.00	33000.00		

Reward Type Monetary: One Time Limit

Business Unit	Empl ID	Empl Rcd	Employee	Effective Date	Reward Type	Reward Hours	Reward Amount	Written Agreement Expiration	Comments
70500		0		08/10/2019	RLP	0.00	5000.00		007741807705
72800		0		07/10/2019	RNB	0.00	25000.00		

Screenshot of the Reward and Recognition Compliance Report (Leave Reward)

Cardinal

Commonwealth of Virginia

Reward and Recognition Compliance Report

Page No: 1
Run Date: 05/05/2021
Run Time: 02:24:20 PM

Report ID: RHR490

Business Unit %
Leave Year 2019

Reward Type Leave: Absence Management

Business Unit	Empl ID	Empl Rcd	Employee	Effective Date	Reward Type	Reward Hours	Reward Amount	Written Agreement Expiration	Comments
70200		0		11/09/2019	ALI	336.00	0.00		
70200		0		11/09/2019	ALI	268.80	0.00		
70200		0		11/09/2019	ALI	283.50	0.00		
70200		0		11/09/2019	ALI	249.00	0.00		
70200		0		11/09/2019	ALI	336.00	0.00		
70200		0		11/09/2019	ALI	344.00	0.00		
70200		0		11/09/2019	ALI	260.00	0.00		
70200		0		11/09/2019	ALI	259.00	0.00		
70200		0		11/09/2019	ALI	336.00	0.00		
70200		0		11/09/2019	ALI	250.70	0.00		
70200		0		11/09/2019	ALI	250.50	0.00		
77700		0		11/09/2019	ERL	42.50	0.00		

Reward and Recognition Leave Report (RHR280)

REVISED: 9/1/2026

DESCRIPTION:
This report displays leave award options at a summary or detail level from the **Reward and Recognition** pages as well as from Cardinal Absence Management. The summary level also displays leave award totals, percentage of population, and average amounts granted.

This report is used by DHRM, Agency HR Analysts, Agency HR Managers, and by Payroll to validate and audit exceptional and recognition leave and bonus award payments as well as audit SPOT payments.

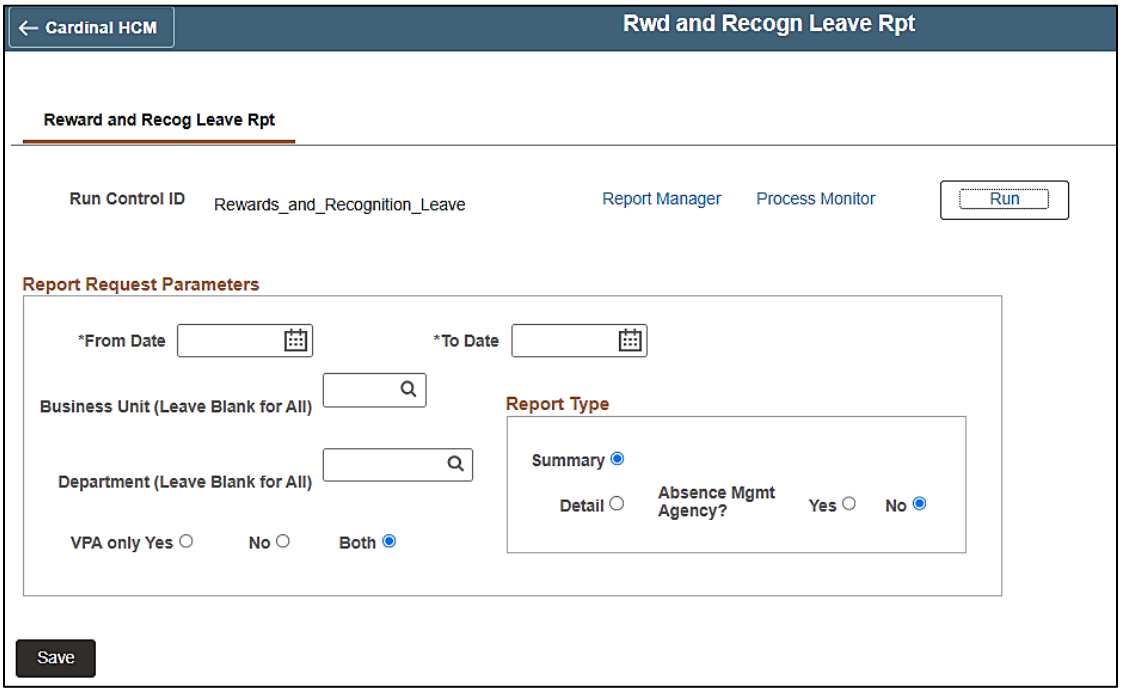
NAVIGATION PATH:
NavBar > Menu > Workforce Development > Rwd and Recogn Leave Rpt

INPUT / SEARCH CRITERIA:
From Date
To Date
Business Unit (Leave Blank for All)
Department (Leave Blank for All)
Report Type (Summary or Detail)
Absence Mgmt Agency? (Yes or No)
VPA Only (Yes or No or Both)

OUTPUT FORMAT:
Excel

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Reward and Recognition Leave Report Run Control Page



Screenshot of the Reward and Recognition Leave Report (Detail Report)

Cardinal

Report ID: RHR280

Commonwealth of Virginia
Reward and Recognition Leave Report
Absence Management Detail Report

Run Date: 01/22/2024
Run Time: 3:44:40 PM
Page No: 1 of 1

From Date:	01/01/2023
To Date:	01/22/2024
Business Unit:	
Department:	
VPA Only:	B

Business Unit	Department	EmplID	Empl Rcd	Last Name	First Name	Position Nbr	Jobcode	Critical/Hard to Hire	Pay Begin Dt	Abs Type	Adjusted	Comments
			0	Card	Credit	CJS00078	Financial Services Manager I	N	05/25/2023	ALI	40	Retention/Recruitment
			0	DOE	JOHN	CJS00312	Gen Admin Manager III	N	01/10/2023	ALI	80	DCJS Exceptional Recruitment and Retention
			1	Mile	Quarter	CJS00335	Gen Admin Manager III	N	02/10/2023	ALI	40	per reward tracker

Screenshot of the Reward and Recognition Leave Report (Summary Report)

Cardinal

Report ID: RHR280

Commonwealth of Virginia
Reward and Recognition Leave Report
Summary Report

Run Date: 04/23/2021
Run Time: 12:47:47 PM
Page No: 1 of 1

From Date:	01/01/2021
To Date:	03/31/2021
Business Unit:	
Department:	
VPA Only:	B

Business Unit: 21500

Department: 303200

Reward Type	Number of Leave Awards	PCT of Population	Avg Amount of Leave Awards Granted
ERB	1	7%	35.00
Department Total: 303200	1	7%	35.00
Business Unit Total: 21500	1	0%	35.00
StateWide Total:	1	0%	35.00

END OF REPORT

Salary Above and Below Pay Grade Report (RHR177)

REVISED: 9/1/2026

DESCRIPTION:
This report lists employees with a salary above or below the pay grade maximum or minimum.

This report is used by Agency Compensation Managers, HR Managers, and DHRM to audit VPA employee Salary Grades.

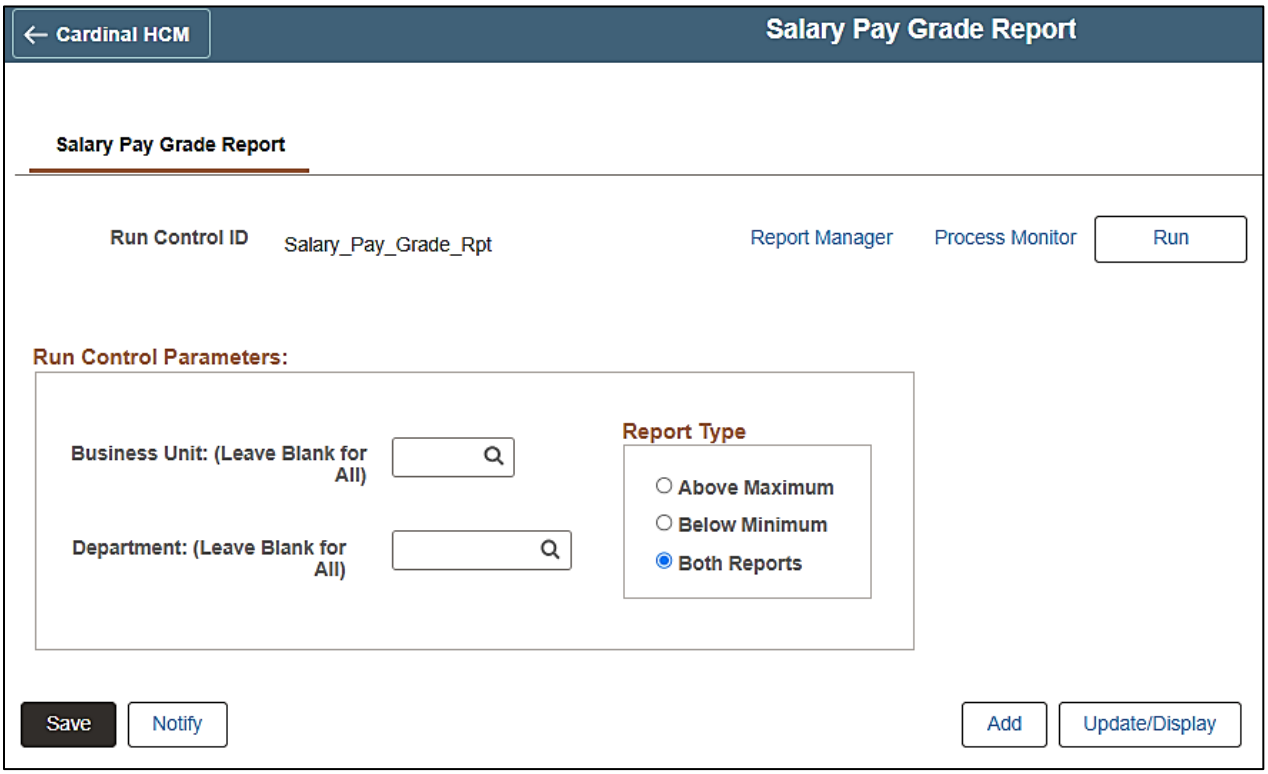
NAVIGATION PATH:
NavBar > Menu > Compensation > Base Compensation > Salary Plan Reports > Salary Pay Grade Report

INPUT / SEARCH CRITERIA:
Business Unit (Leave Blank for All)
Department ID (Leave Blank for All)
Report Type (checkbox)

OUTPUT FORMAT:
CSV
PDF

ADDITIONAL INFORMATION:
If the **Business Unit** and/or **Department ID** fields are left blank, the report displays all Business Units and Departments the user has access to.

Screenshot of the Salary Above and Below Pay Grade Report Run Control Page.



Screenshot of the Salary Above and Below Pay Grade Report.

Cardinal

Report ID: VHRR0177

Commonwealth of Virginia

SALARY ABOVE AND BELOW PAY GRADE REPORT

Run Date: 08/25/2026
Run Time: 09:02 00

Page No. 1 of 579

Business Unit:
Department ID:
Report Type: Both Reports

Business Unit: 12200 - Dept of Planning and Budget

Report Section: Above Maximum

Emplid	Empl Rcd	Name	Jobcode	Deptid	Position Number	Salary Plan/Grade	Maximum Salary	Annual Rate	Above Amount

Report Section: Below Minimum

Emplid	Empl Rcd	Name	Jobcode	Deptid	Position Number	Salary Plan/Grade	Minimum Salary	Annual Rate	Amount Below
Salary Plan: SW - Statewide									
	1	DOE, JOHN				SW/5	$ 59,754.00	$ 50,000.00	$ 9,754.00
	0	DOE, JOHN				SW/7	$ 101,984.00	$ 50,000.00	$ 51,984.00
	0	DOE, JOHN				SW/6	$ 78,063.00	$ 50,000.00	$ 28,063.00
	0	DOE, JOHN				SW/6	$ 78,063.00	$ 50,000.00	$ 28,063.00
	0	DOE, JOHN				SW/5	$ 59,754.00	$ 50,000.00	$ 9,754.00
	0	DOE, JOHN				SW/6	$ 78,063.00	$ 50,000.00	$ 28,063.00
	2	DOE, JOHN				SW/5	$ 59,754.00	$ 50,000.00	$ 9,754.00
	0	DOE, JOHN				SW/7	$ 101,984.00	$ 50,000.00	$ 51,984.00
	0	DOE, JOHN				SW/5	$ 59,754.00	$ 50,000.00	$ 9,754.00
	1	DOE, JOHN				SW/6	$ 78,063.00	$ 50,000.00	$ 28,063.00
	0	DOE, JOHN				SW/6	$ 78,063.00	$ 50,000.00	$ 28,063.00
	0	DOE, JOHN				SW/5	$ 59,754.00	$ 50,000.00	$ 9,754.00
	0	DOE, JOHN				SW/6	$ 78,063.00	$ 50,000.00	$ 28,063.00
	0	DOE, JOHN				SW/7	$ 101,984.00	$ 50,000.00	$ 51,984.00
	0	DOE, JOHN				SW/6	$ 78,063.00	$ 50,000.00	$ 28,063.00
	0	DOE, JOHN				SW/5	$ 59,754.00	$ 50,000.00	$ 9,754.00
	0	DOE, JOHN				SW/6	$ 78,063.00	$ 50,000.00	$ 28,063.00
	0	DOE, JOHN				SW/6	$ 78,063.00	$ 50,000.00	$ 28,063.00
	1	DOE, JOHN				SW/5	$ 59,754.00	$ 50,000.00	$ 9,754.00
	0	DOE, JOHN				SW/5	$ 59,754.00	$ 50,000.00	$ 9,754.00
	0	DOE, JOHN				SW/7	$ 101,984.00	$ 50,000.00	$ 51,984.00
	0	DOE, JOHN				SW/6	$ 78,063.00	$ 50,000.00	$ 28,063.00
	0	DOE, JOHN				SW/6	$ 78,063.00	$ 50,000.00	$ 28,063.00
	0	DOE, JOHN				SW/6	$ 78,063.00	$ 50,000.00	$ 28,063.00
	0	DOE, JOHN				SW/5	$ 59,754.00	$ 50,000.00	$ 9,754.00
	0	DOE, JOHN				SW/6	$ 78,063.00	$ 50,000.00	$ 28,063.00
	0	DOE, JOHN				SW/6	$ 78,063.00	$ 50,000.00	$ 28,063.00
	0	DOE, JOHN				SW/6	$ 78,063.00	$ 50,000.00	$ 28,063.00
	0	DOE, JOHN				SW/6	$ 78,063.00	$ 50,000.00	$ 28,063.00

Separation Detail Report (including Layoff Details) (RHR423)

REVISED: 9/1/2026

DESCRIPTION:
This report displays separation details for salaried employees for a specified period of time. The report generates results based on data where salaried employees became inactive and are still inactive during the specified period of time.

The end users for this report are Agency HR Administrators and DHRM.

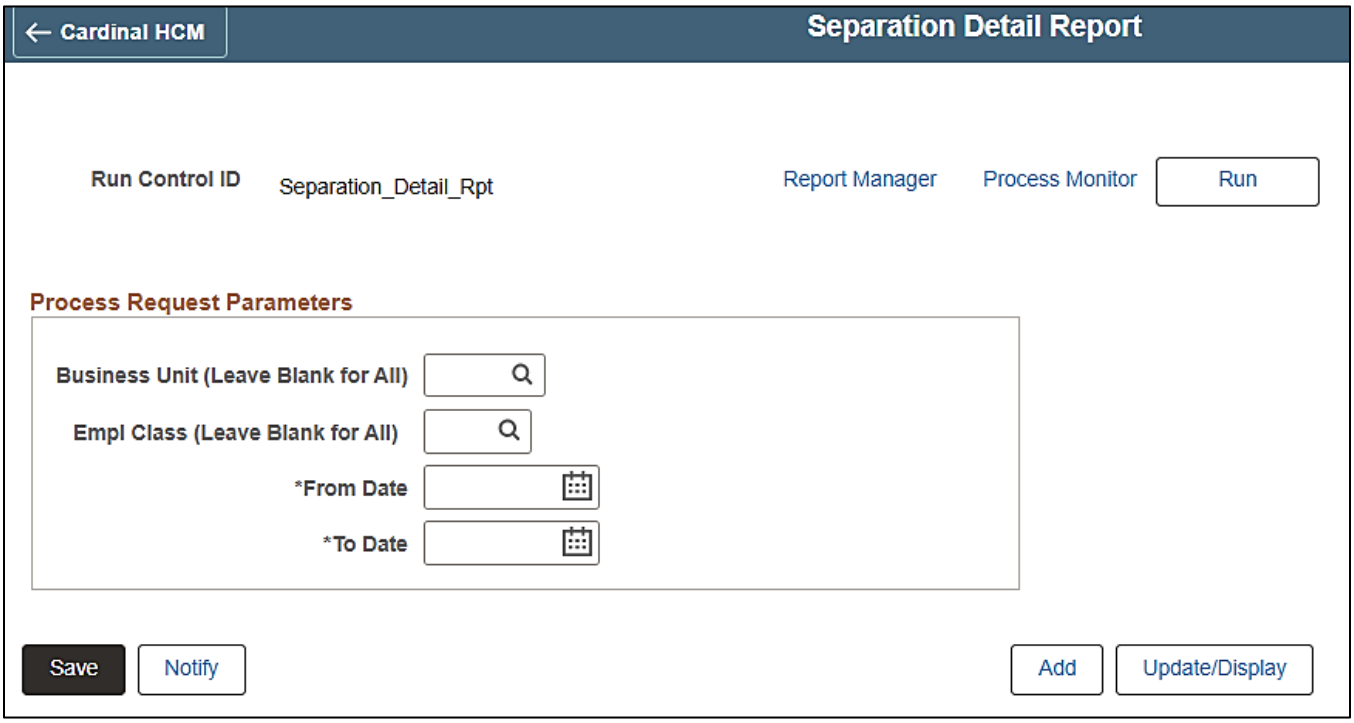
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Workforce Reports > Separation Detail Report

INPUT / SEARCH CRITERIA:
Business Unit (Leave Blank for All)
Empl Class (Leave Blank for All)
From Date
To Date

OUTPUT FORMAT:
PDF
XLS

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Separation Detail Report Run Control Page



Screenshot of the Separation Detail Report

Cardinal

Report ID: RHR423

Commonwealth of Virginia

Separation Detail Report

Run Date 07/05/2024
Run Time 10:15:21 AM
Page No. 1 of 9

Results for Effective Date Range: From Date: 1/1/2024 To Date: 7/5/2024

Business Unit:

Employee ID	Empl Rcd	Employee Name	Effective Date	Empl Class	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	0		5/1/2024	CLS	79034	0	M	WHITE	I	T	T		4	TER	RES
	0		5/1/2024	CLS	79152	0	M	WHITE	I	T	T		2	TER	HEA
	0		6/17/2024	CLS	79152	0	M	WHITE	I	T	T		2	TER	RES
	0		4/25/2024	CLS	79152	0	M	WHITE	I	T	T		2	TER	RES
	0		4/6/2024	CLS	79152	0	M	WHITE	I	T	T		2	TER	TER
	0		3/30/2024	CLS	79152	0	M	WHITE	I	T	T		2	TER	RES
	0		3/30/2024	CLS	39032	0	M	WHITE	I	T	T		4	TER	RES
	0		3/16/2024	CLS	79152	1	M	BLACK	I	T	T		2	TER	VIO
	0		3/2/2024	CLS	79152	1	M	WHITE	I	T	T		2	TER	RES
	0		3/13/2024	CLS	79152	1	M	WHITE	I	T	T		2	TER	RES
	0		4/27/2024	CLS	19212	1	F	ASIAN	I	T	T		5	TER	RES
	0		1/10/2024	CLS	79152	1	M	AFRAM	I	T	T		2	TER	UNS
	0		2/2/2024	CLS	79152	1	M	WHITE	I	T	T		2	TER	UNS
	0		3/16/2024	CLS	79152	1	M	WHITE	I	T	T		2	TER	RES
	0		5/1/2024	CLS	79152	1	M	WHITE	I	T	T		2	TER	HEA
	0		3/9/2024	CLS	39072	1	M	WHITE	I	T	T		3	TER	RES

Statewide Report for Veteran's Services (RHR394)

REVISED: 9/1/2026

DESCRIPTION:
This report displays veterans that were hired or rehired into an Agency for use by Veterans Services.

The end users for this report are DHRM, Agency HR Administrators, HR Managers, and the Department of Veterans Services (DVS).

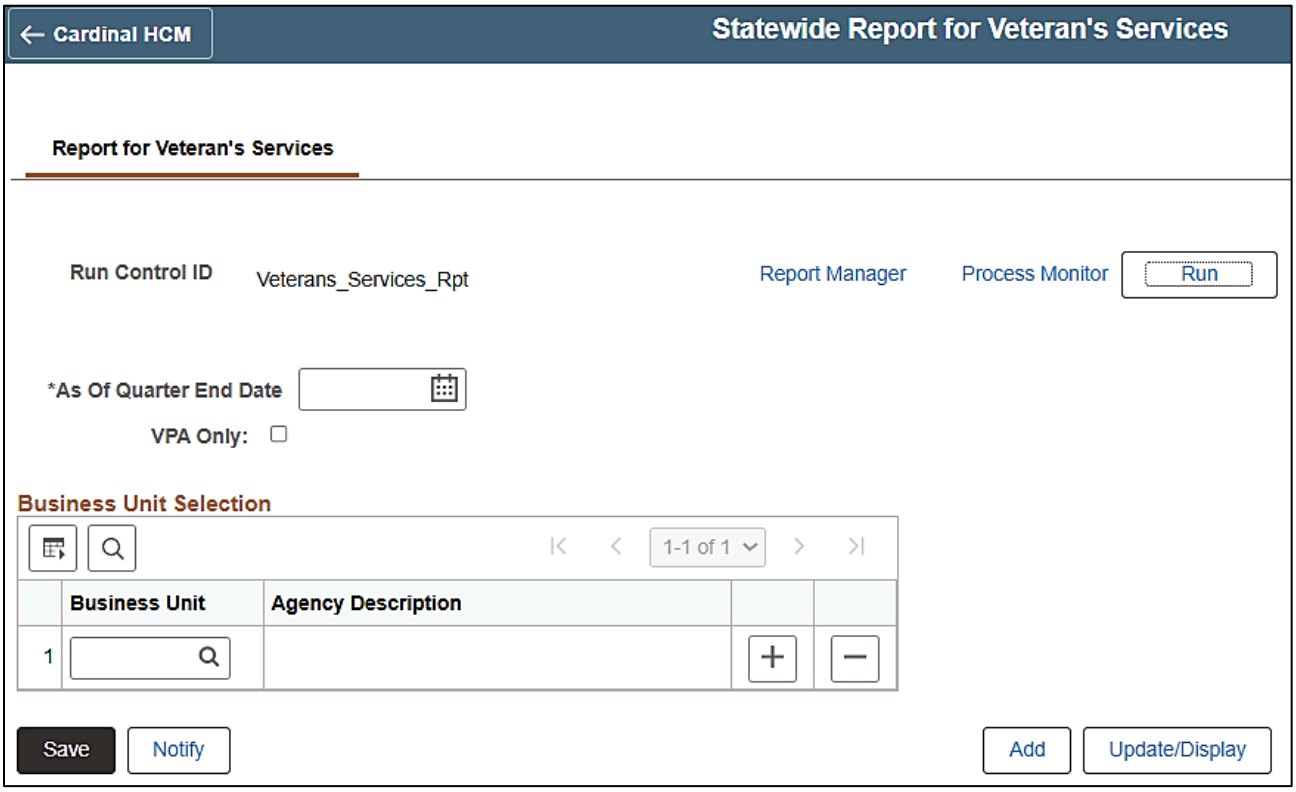
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Workforce Reports > Reports > Veteran's Services Report

INPUT / SEARCH CRITERIA:
As of Quarter End Date
VPA Only (checkbox)
Business Unit

OUTPUT FORMAT:
PDF

ADDITIONAL INFORMATION:
The **As Of Quarter End Date** field is a required field.

Screenshot of the Statewide Report for Veteran's Services Run Control Page



Screenshot of the Statewide Report for Veterans Services

Cardinal

Commonwealth of Virginia
Statewide Report for Veteran's Services

Report ID: RHR394

Run Date: 04/14/2021
Run Time: 16:22:32

Page 1 of 1

As of Quarter End Date: 03/31/2020
Business unit : 24200
VPA Only : N

	Percent of Workforce Veterans (%)	Average Current Tenure of Veterans	Percent of Workforce Non-Veterans (%)	Average Current Tenure of Non-Veterans
	5.48%	7.89	0%	9.14
Overall Calculation:	5.48%	7.89	0%	9.14

Teleworkers Detailed Report (RHR521)

REVISED: 9/1/2026

DESCRIPTION:
This report provides a detailed listing of data in the Maintain Teleworkers table.

The end users for this report are Agency HR Administrators and DHRM.

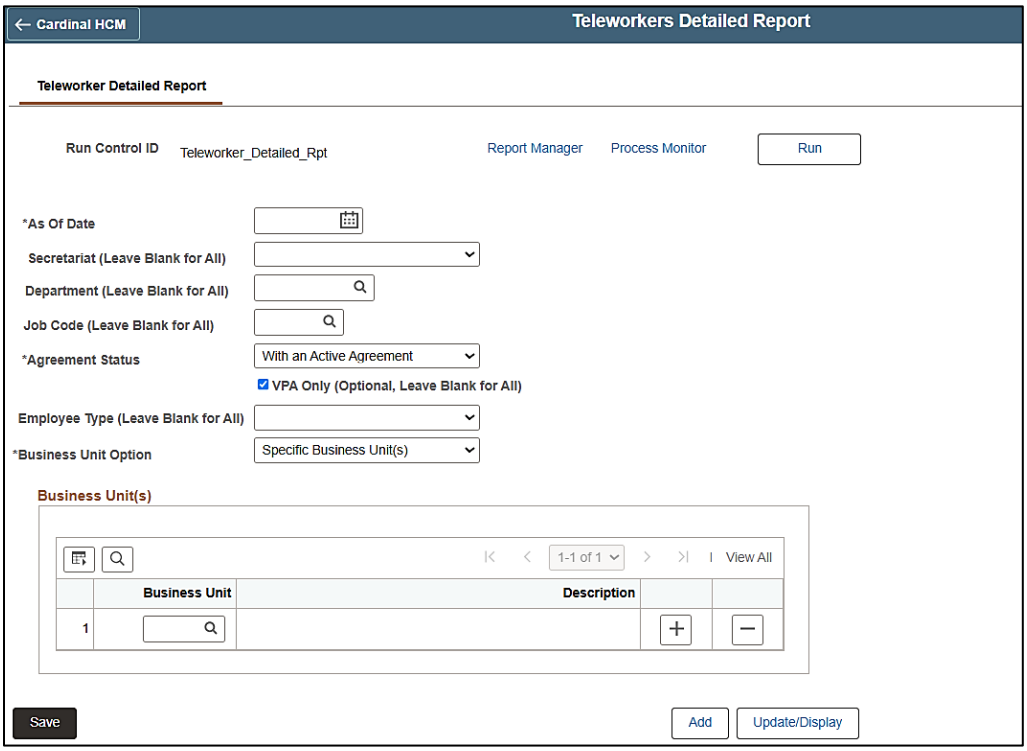
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Teleworkers Detailed Report

INPUT / SEARCH CRITERIA:
As Of Date
Secretariat (Leave Blank for All)
Department (Leave Blank for All)
Job Code (Leave Blank for All)
Agreement Status (With An Active Agreement, Without An Active Agreement, Both)
VPA Covered (checkbox)
Employee Type (Leave Blank for All)
Business Unit (All Business Units, Parent Business Units, Specific Business Units)

OUTPUT FORMAT:
CSV

ADDITIONAL INFORMATION:
The **As Of Date**, **Agreement Status**, and **Business Unit Option** fields are required fields.

Screenshot of the Teleworkers Detailed Report Run Control page.



Screenshot of the Teleworkers Detailed Report

Teleworkers Detailed Report										
Secretariat	Business Unit	Agency Name	Parent Business Unit	Department ID	Department Name	Employee ID	Employee Record	Employee Type	First Name	Last Name
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	410816	License Records Management		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	140732	Research and Planning		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226272	Store 272		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226383	Store 383		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226184	Store 184		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	120711	HR		0	Salaried		
Labor	18200	Virginia Employment Commission	18200	928200	UI Customer Supp Services		0	Hourly		
Labor	18200	Virginia Employment Commission	18200	934400	Technology		0	Hourly		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226032	Store 032		3	Hourly		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	110701	Administration		0	Hourly		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	111723	Project Management		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	180783	IT Project Management		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226144	Store 144		2	Hourly		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	190494	Stores Maintenance		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	120706	Training		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	110701	Administration		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	110701	Administration		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	190494	Stores Maintenance		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	190705	Property Mgt Services		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226238	Store 238		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	420737	Tax Management		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	420737	Tax Management		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	420737	Tax Management		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	210504	Retail Operations		0	Salaried		
Other	VRSRT	VRS Retirees	VRSRT	99999	Agency Wide		0	Salaried		
Education	21700	Radford University	21700	11111	Radford University Payroll		0	Salaried		
Other	LOCAL	The Local Choice Participants	LOCAL	47177000	Dinwiddie County Water Auth		0	Salaried		
Other	VRSRT	VRS Retirees	VRSRT	99999	Agency Wide		0	Salaried		
Judicial	11300	Circuit Courts	11100	10000	Agency Department		1	Salaried		
Other	VRSRT	VRS Retirees	VRSRT	99999	Agency Wide		0	Salaried		
Other	VRSRT	VRS Retirees	VRSRT	99999	Agency Wide		0	Salaried		
Other	LOCAL	The Local Choice Participants	LOCAL	48212000	Dinwiddie County Schools		0	Salaried		
Education	20400	College of William and Mary	20400	20400	College of William and Mary		0	Salaried		
Agriculture and Forestry	41100	Department of Forestry	41100	11020	Fire and Emergency		0	Hourly		

Screenshot of the Teleworkers Detailed Report (scrolled right)

Position Number	Job Code	Job Description	Business Title	Home City/State	Location City/State	Position Eligible For Telework	Work Mode	Telework Start Date	Telework End Date	Approved Telework Days Per Week	Out Of State
ABC01067	96013	Admin and Office Spec III	Admin and Office Spec III	Highland Springs; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/20/2023	1/20/2024	4	
ABC00364	96132	Policy Planning Spec II	Policy Planning Spec II	Chesterfield; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	4	Y
ABC27201	96714	Retail Manager II	Retail Manager II	Newport News; VA	NEWPORT NEWS; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC38302	96712	Retail Specialist II	ABC Store Manager Assistant	Broadway; VA	HARRISONBURG; VA	N	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC18402	96714	Retail Manager II	Retail Manager II	Shenandoah; VA	HARRISONBURG; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC01091	96222	Gen Admin Supv II/Coord II	Gen Admin Supv II/Coord II	Manakin Sabot; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	6/1/2023	3	Y
VECT3361	W19132	Policy Planning Spec II	Senior Management Analyst	NEWPORT NEWS; VA	RICHMOND; VA	Y	Employee Eligible for Telework	1/1/2023	1/31/2023	3	Y
VECT3205	W39111	Info Technology Specialist I	Install and Repair Tech Sr.	RICHMOND; VA	RICHMOND; VA	Y	Employee Eligible for Telework	1/1/2023	4/1/2023	3	Y
ABCW02GX	W96711	Retail Specialist I	Retail Specialist I	N CHESTERFIELD; VA	DELTAVILLE; VA	Y	Employee Inelig for Telework	1/1/2023	1/31/2023	5	
ABCW13A	W19225	Gen Admin Manager III	Gen Admin Manager III	Powhatan; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC00940	96136	Policy And Planning Manager II	Policy Planning Manager II	Mechanicsville; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC00549	96312	Info Technology Specialist II	Info Technology Specialist II	Richmond; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABCW0B4E	W96711	Retail Specialist I	Retail Specialist I	N CHESTERFIELD; VA	EMPORIA; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC01096	96734	Trades Technician IV	Trades Technician IV	Callao; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC00890	96221	Gen Admin Supv I/Coord I	Human Resource Associate	Mechanicsville; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	1	N
ABC00577	96224	Gen Administration Manager II	GEN ADMIN MANAGER II	HENRICO; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	2	N
ABC00565	96226	Gen Admin Manager IV	Gen Admin Manager IV	Richmond; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	6/21/2023	3	N
ABC01063	96735	Trades Manager I	Trades Manager I	Richmond; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	4	N
ABC00901	96734	Trades Technician IV	Trades Technician IV	Aylett; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	5	N
ABC23801	96714	Retail Manager II	Retail Manager II	Farnham; VA	CALLAO; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	Y
ABC00123	96031	Financial Services Spec I	Financial Services Spec I	North Chesterfield; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	2	N
ABC00643	96031	Financial Services Spec I	Financial Services Spec I	Chester; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	2	N
ABC00069	96013	Admin and Office Spec III	Admin and Office Spec III	Mechanicsville; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	2	N
ABC01047	96715	Retail Manager III	Retail Manager III	Fredericksburg; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	5	Y
VRARET00	VRSRTO	VRS Retiree	VRS Retiree Position	VIRGINIA BEACH; VA	RICHMOND; VA	N	Employee Eligible for Telework				
RADF0467	1026	Professor	Chair/Prof	Roanoke; VA	ROANOKE; VA	N	Employee Eligible for Telework				
B260000F	COVHBO	Health Benefits Only	TLC 047177000 Full Time Pos	CHESTER; VA	RICHMOND; VA	N	Employee Eligible for Telework				
VRARET00	VRSRTO	VRS Retiree	VRS Retiree Position	VICTORIA; VA	RICHMOND; VA	N	Employee Eligible for Telework				
CCV00116	COVA99	Salary Non-Specified	Judge -Circuit:21	MARTINSVILLE; VA	RICHMOND; VA	N	Employee Eligible for Telework				
VRARET00	VRSRTO	VRS Retiree	VRS Retiree Position	EMPORIA; VA	RICHMOND; VA	N	Employee Eligible for Telework				
VRARET00	VRSRTO	VRS Retiree	VRS Retiree Position	MECHANICSVILLE; VA	RICHMOND; VA	N	Employee Eligible for Telework				
D790000F	COVHBO	Health Benefits Only	TLC 048212000 Full Time Pos	PRINCE GEORGE; VA	RICHMOND; VA	N	Employee Eligible for Telework				
CWMFP096	COVA99	Salary Non-Specified	Dir of Business Operations	Williamsburg; VA	WILLIAMSBURG; VA	N	Employee Eligible for Telework				
DOFCF010	W89147	Forestry Fire Fighter	FIRE FIGHTER	PALMYRA; VA	CHARLOTTESVILLE; VA	N	Employee Eligible for Telework				

Teleworker Statistics Report (RHR525)

REVISED: 9/1/2026

DESCRIPTION:
This report provides statistics related to teleworker data in Cardinal. It produces two statistics outputs each time it is run: vhrr0525_DETAILED_COUNT_PCT and vhrr0525_TELEWORKER_SUMMARY_STATS. The Detailed Count Pct Report gives the percentages of employees who do not have an active teleworker agreement and the reasons as well as percentages of employees with an agreement broken down by the number of days they are approved to telework per week. The Teleworker Summary Stats output provides a different view of the statistics for employees with an active agreement. Central users with statewide access can run it statewide or by secretariat. Agency users can run it for the Business Units to which they have access.

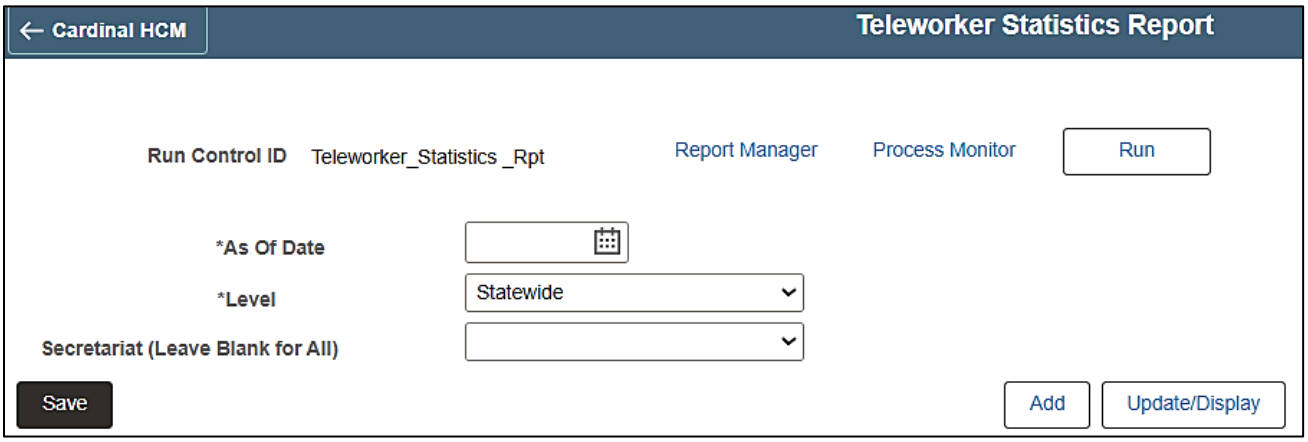
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Teleworker Statistics Report

INPUT / SEARCH CRITERIA:
As Of Date
Level (Statewide, Secretariat, Business Unit)
Secretariat (Leave Blank for All)
Business Unit Option (All Business Units, Specific Business Unit(s))

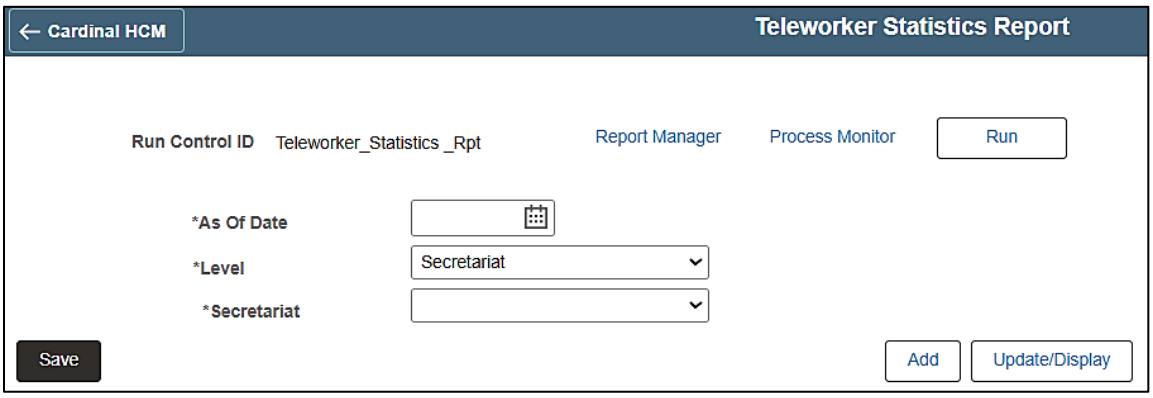
OUTPUT FORMAT:
CSV

ADDITIONAL INFORMATION:
The **As Of Date** and **Level** fields are required fields.

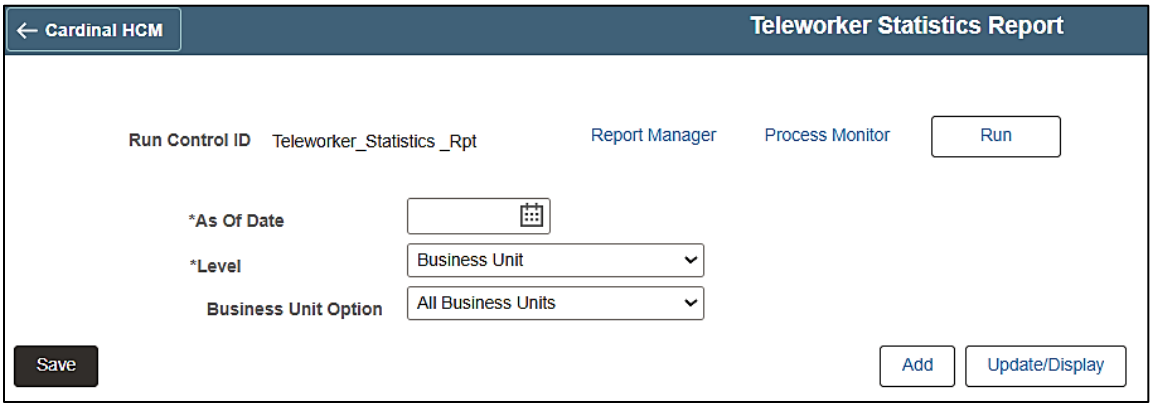
Screenshot of the Teleworker Statistics Report Run Control page (Statewide Level selected).



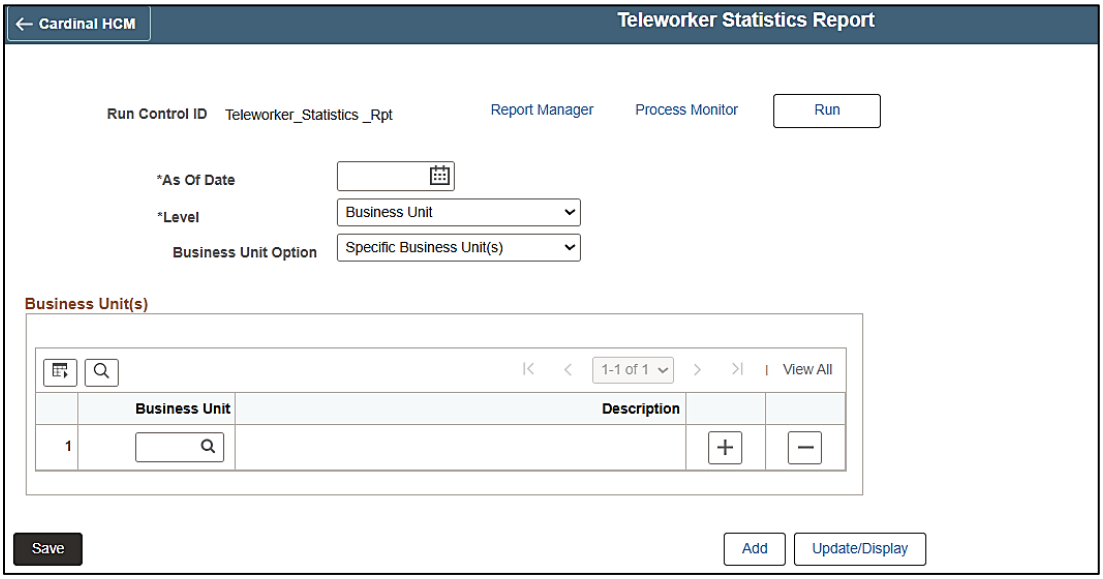
Screenshot of the Teleworker Statistics Report Run Control page (Secretariat Level selected).



Screenshot of the Teleworker Statistics Report Run Control page (Business Unit Level selected (All Business Units option)).



Screenshot of the Teleworker Statistics Report Run Control page (Business Unit Level selected (Specific Business Unit(s) option)).



Screenshot of the Teleworker Statistics Report (vhrr0525_DETAILED_COUNT_PCT)

				Employee Count	Percent of Total	Percent of Eligible Employees with Active Agreements
XXXXX-Business Unit						
Executive Branch Classified Employee Count				97		
	No Active Telework Agreement			17	17.53%	
		Mobile worker classification		13		
		Position is Unavailable for Telework and Person is Ineligible		0		
		Position is Unavailable for Telework and Person is Eligible		0		
		Position is Available for Telework and Person is Ineligible		0		
		Position is Available for Telework and Person is Eligible but no agreement		4		
	Active Telework Agreements			80	82.47%	95.24%
Breakdown of Telework Days						
		1 Telework Days		9	9.28%	
		2 Telework Days		67	69.07%	
		3 Telework Days		0	0%	
		4 Telework Days		2	2.06%	
		5 Telework Days		2	2.06%	
			Out of State Designation	0	0%	

Screenshot of the Teleworker Statistics Report (vhrr0525_TELEWORKER_SUMMARY_STATS)

		Percent of Total Executive Branch Classified Employees with Telework Agreement	Percent of Total Executive Branch Classified Eligible Employees with Telework Agreement	Breakdown of Telework Days for Eligible Employees				
				1 Day	2 Days	3 Days	4 Days	5 Days
Statewide		25.4	56.99	12.49	7.78	1.63	0.86	2.63
	XXXXX-Business Unit	82.47	95.24	9.28	69.07	0	2.06	2.06

Transfer Report (RHR447)

REVISED: 9/1/2026

DESCRIPTION:
This report is used to monitor intra-Agency and inter-Agency transfers.

The end users of this report are Agency HR Administrators and DHRM.

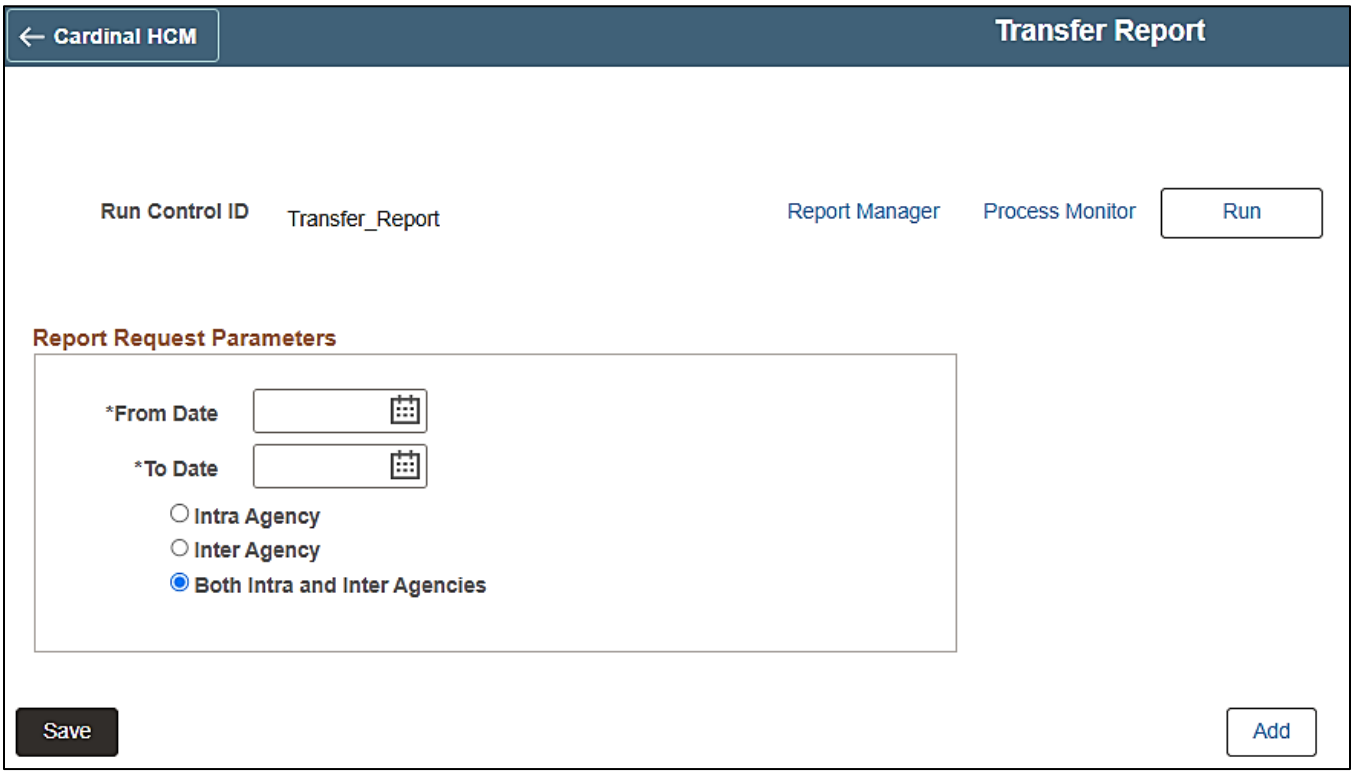
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Transfer Report

INPUT / SEARCH CRITERIA:
From Date
To Date
Intra Agency, Inter Agency or Both

OUTPUT FORMAT:
Excel

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Transfer Report Run Control page



Screenshot of the Transfer Report

Current Transaction Record													
Empl ID	Empl Name	Empl Rcd	Effective Date	Action	Action Reason	Job Code	Salary	Grade	Lv Svc Date	Business Unit	Business Unit Name	Dept ID	Dept ID Name
		1	2021-02-01	HIR	XCL	19221	2916.666667	4	2011-02-10				
		1	2021-02-01	HIR	XNC	95012	1958.333333						
		2	2021-01-04	HIR	XPO	19031	3125	4					
		1	2021-01-07	TER	XFO	91566	0		2019-11-10				
		1	2021-01-27	HIR	XNC	91512	70000	6	2020-05-15				
		0	2021-01-26	XFR	VDX	COVA99	0						

Screenshot of the Transfer Report (scrolled right)

Previous Transaction Record													
Empl ID	Empl Name	Empl Rcd	Effective Date	Action	Action Reason	Job Code	Salary	Grade	Lv Svc Date	Business Unit	Business Unit Name	Dept ID	Dept ID Name
		0	2021-02-01	TER	XFO	COVA99	5118.75		2011-02-10				
		0	2021-01-16	TER	XFO	79152	1455.625	2					
		1	2021-01-04	TER	XFO	69034	2083.333333	5					
		0	2021-01-26	TER	XFO	69034	2083.333333	5	2020-05-15				
		0	2021-01-25	HIR	NEW	COVA99	0						

Years of Service Report (RHR475)

REVISED: 9/1/2026

DESCRIPTION:
This report lists workers and their approaching years of service milestones as of the date specified and can serve as a reminder of workers who are eligible for vested benefit plans or service recognition awards. This report also provides service dates for VSDP enrollment and leave eligibility.

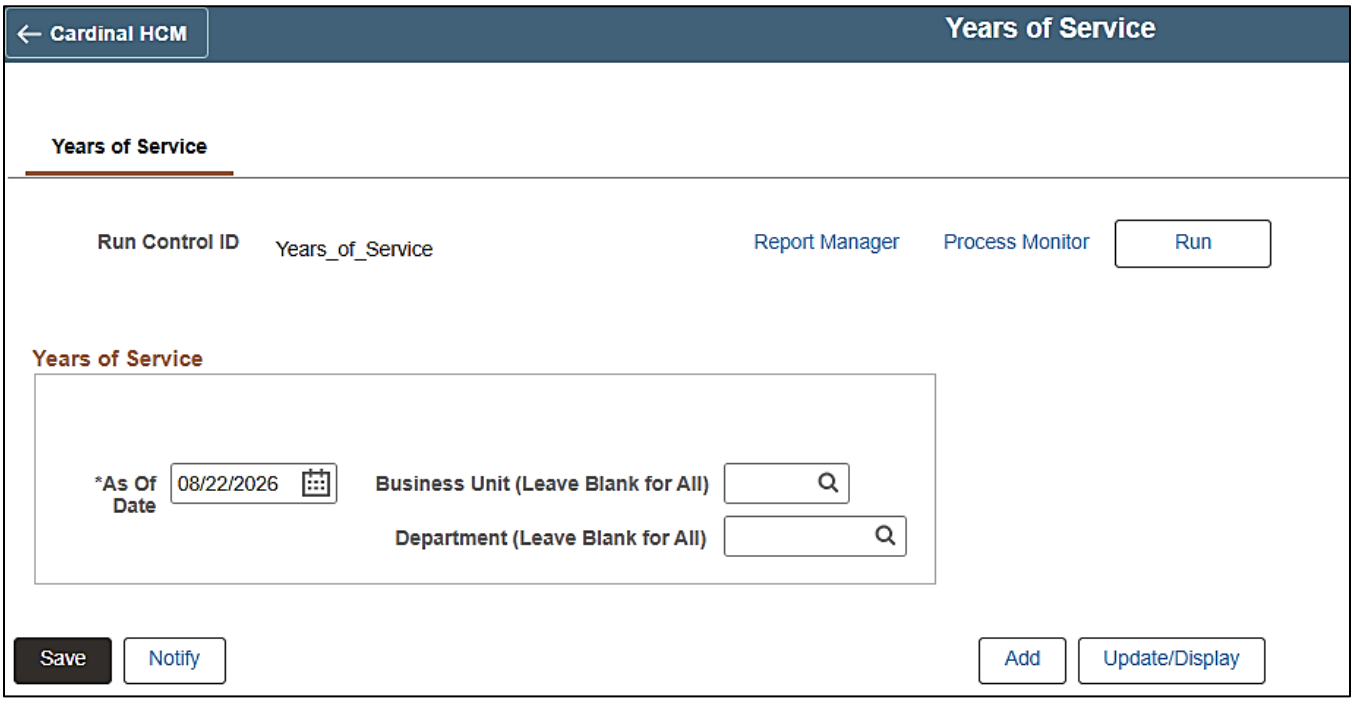
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Years of Service

INPUT / SEARCH CRITERIA:
As Of Date
Business Unit (Leave Blank for All)
Department (Leave Blank for All)

OUTPUT FORMAT:
Excel

ADDITIONAL INFORMATION:
The **As of Date** field is a required field and defaults to the current date but can be updated as needed.

Screenshot of the Years of Service Report Run Control Page



Screenshot of the Years of Service Report

Cardinal

Commonwealth of Virginia

Years of Service

Run Date: 08/23/2024

Run Time: 10:03:02

Report ID: RHR475

Page 1 of 1

As of Date :

Business Unit :

Department :

Business Unit	Department	Employee ID	Employee Name	Continuous Service Date	Prev St Svc Mnths	Vet Svc Cred Mnths	Total Svc Cred Mnths	Years Of Service	Annual Lv Svc Dt	VSDP Lv Svc Dt	Next St Svc Anniversary Date	VSDP Enrollment Date	Employee Status	Next Anniversary Milestone	Job Code	Grade	Employee Email
				8/10/2024	0	0	0	0	8/10/2024	8/10/2024	8/10/2025	8/10/2024	Active	1	00151	151	
				5/25/2007	0	0	0	17	5/25/2007	5/25/2007	5/25/2027		Active	20	19031	4	
				11/22/1999	0	0	0	24	11/25/1999	11/25/1999	11/22/2024	12/1/1999	Active	25	19151	4	
				7/25/2011	0	0	0	13	8/10/2011	8/10/2011	7/25/2026	7/25/2011	Active	15	19032	5	
				5/10/2019	27	0	27	7	2/10/2017	2/10/2017	2/10/2027	4/25/1999	Active	10	19032	5	
				10/12/1987	0	0	0	36	10/10/1987	10/10/1987	10/12/2027	4/25/1999	Active	40	19036	7	
				1/10/2004	0	0	0	20	1/10/2004	1/10/2004	1/10/2029	6/25/2006	Active	25	19032	5	
				7/20/2022	0	0	0	2	7/25/2022	7/25/2022	7/20/2025		Active	3	19031	4	
				5/25/2009	0	0	0	15	5/25/2009	5/25/2009	5/25/2029	5/25/2009	Active	20	19035	6	
				3/13/2024	0	0	0	0	3/25/2024	3/25/2024	3/13/2025	3/13/2024	Active	1	19032	5	
				6/1/2023	0	0	0	1	6/10/2023	6/10/2023	6/1/2026	6/1/2023	Active	3	19032	5	
				3/13/2024	0	0	0	0	3/25/2024	3/25/2024	3/13/2025	3/13/2024	Active	1	19032	5	
				9/25/2012	71	0	71	17	10/25/2006	10/25/2006	10/25/2026	4/10/1999	Active	20	19032	5	