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Subject: Cardinal Impact to CARS Entries in January and February 2016

This email is being sent to the Wave 2 Change Network members and Fiscal Officers.

In preparation for the Cardinal implementation for the Wave 2 agencies on February 1, 2016, there are several impacts to CARS entries between now and February. As a Wave 2 agency, you must complete the entry/processing of fiscal month 07 (January) transactions in CARS, in accordance with the table below.

CARS Cut-off dates for January (FM07) Transactions:

Batch Type	Last Date to Release/Interface January Transactions in CARS	Last Date to Post January Transactions in CARS
2, 3, 4, X, R and P	Tuesday, Jan 26	Monday, Feb 8
D	Friday, Jan 29	Monday, Feb 8
7 and 8 (DPB only)	Tuesday, Feb 2	Monday, Feb 8
6 and O	Thursday, Feb 4	Monday, Feb 8
5 (DOA only)	Friday, Feb 5	Monday, Feb 8

Beginning Monday, February 1, Cardinal will be open for processing for the Wave 2 agencies. Wave 2 agencies will enter all transactions for their agency into Cardinal, starting with fiscal month 08 (February). This includes any January transactions that did not get posted in CARS by February 8.

As of February 1, 2016, all Wave 2 agency payrolls certified in CIPPS will use the CIPPS Journal Upload process to load CIPPS journals into Cardinal. **It is critical that all updates to CIPPS programmatic coding for employees be completed by February 1 or the first date you certify payroll after February 1.** Many agencies responded to Agency Task #57, Confirm CIPPS Configuration Updates, by indicating that updates would be made prior to February 1. A recent test of production CIPPS data showed that many agencies have not implemented the changes yet. **If changes are not in place, your agency may have major reconciliation issues for the CIPPS Payroll Journal posted to Cardinal.**

Following the above guidelines will support the Cardinal Project Team in completion of conversion, configuration, and other deployment tasks.

The Wave 2 Cardinal cutover calendar and all cutover communications are posted on the Cardinal Website for your reference at the following location:

<http://www.cardinalproject.virginia.gov/>

Thank you for your continued support as we deploy Cardinal.