



**Cardinal Project  
Commonwealth of Virginia**

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September 21 and 22, 2016

**Cardinal Payroll Introduction  
Meeting**



# Agenda

- Welcome and Introductions
- Cardinal Payroll Overview
- Project Scope, Rollout Strategy, and High-Level Timeline
- Managing Change
- Break (refreshments)
- Major Business Impacts
- Conversions
- Cardinal Interfaces
- Next Steps



# **Welcome & Introductions**



# Welcome & Introductions

- Cardinal Project Team
  - Name
  - Project Role



# Cardinal Payroll Overview



# Current State

*The Commonwealth Integrated Payroll/Personnel System (CIPPS) serves as the current payroll system for the majority of the state's agencies.*

- Mainframe application built in 1986
- Current vendor support expires in May 2018
- ~200 agencies currently use CIPPS; 43 agencies use CIPPS Leave
- ~90,000 salaried and hourly employees in CIPPS
- Other central systems supporting payroll and time capture:
  - CIPPS Payroll Audit Tool (PAT) used currently for agency access to pay and leave information and reporting
  - Payline used to view payroll information (e.g., paystub, W-2, leave)
  - Reportline and FINDS are used for payroll reporting



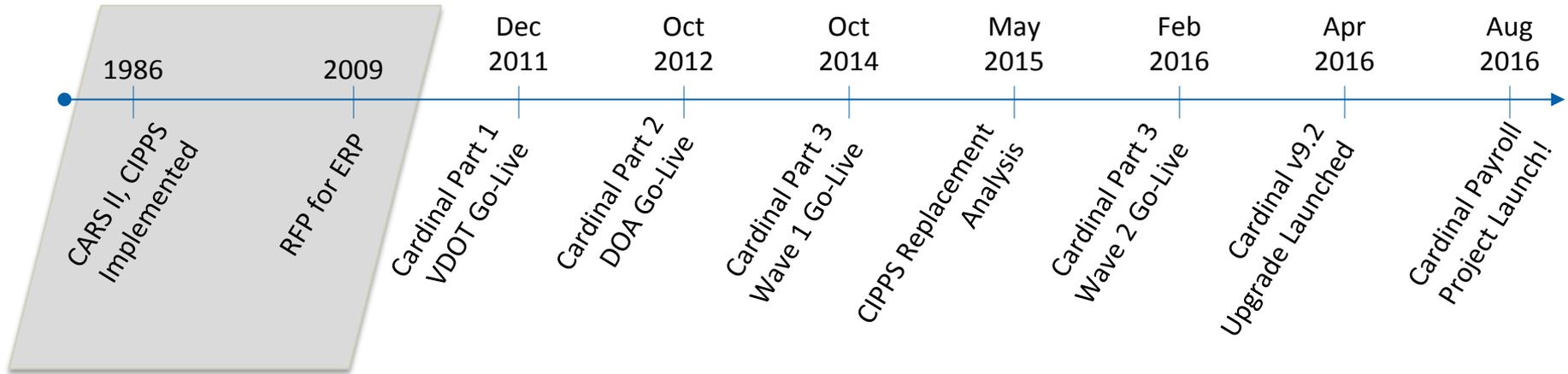
# Cardinal Project Vision and Benefits

*By replacing CIPPS with Cardinal, the Commonwealth will be able to take advantage of proven enterprise resource planning (ERP) software (PeopleSoft)*

- Continue the investment to leverage the ERP to integrate financials with the new payroll functionality
- Provide an enterprise (i.e., statewide) focus
- Reduce risks associated with our aging payroll system
- Provide standard, proven government business processes
- Meet the majority of Commonwealth payroll business requirements
- Allow for configuration and limited software customizations to meet critical business requirements
- Leverage vendor supplied upgrades to commercial-off-the-shelf (COTS) software for functional and technical improvements
- Provide robust reporting tools and capabilities



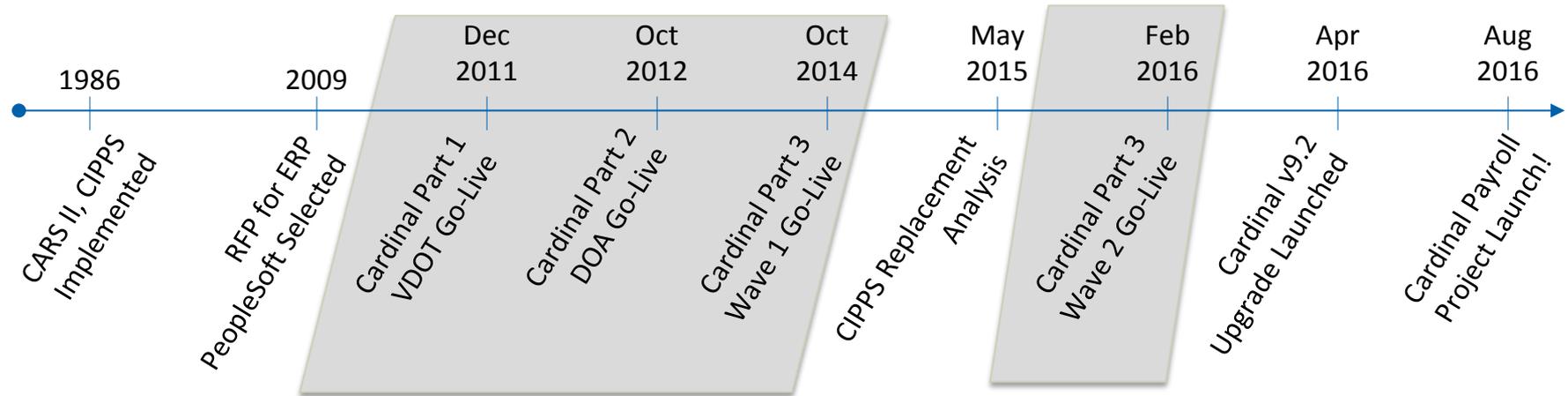
# History of Cardinal



- ✓ In 1986, DOA implemented both CIPPS and CARS II
- ✓ In 2009, RFP for ERP software and services
  - Vendor contracts established with Oracle for PeopleSoft and Accenture as the implementation partner
  - Began work on new financials system named Cardinal



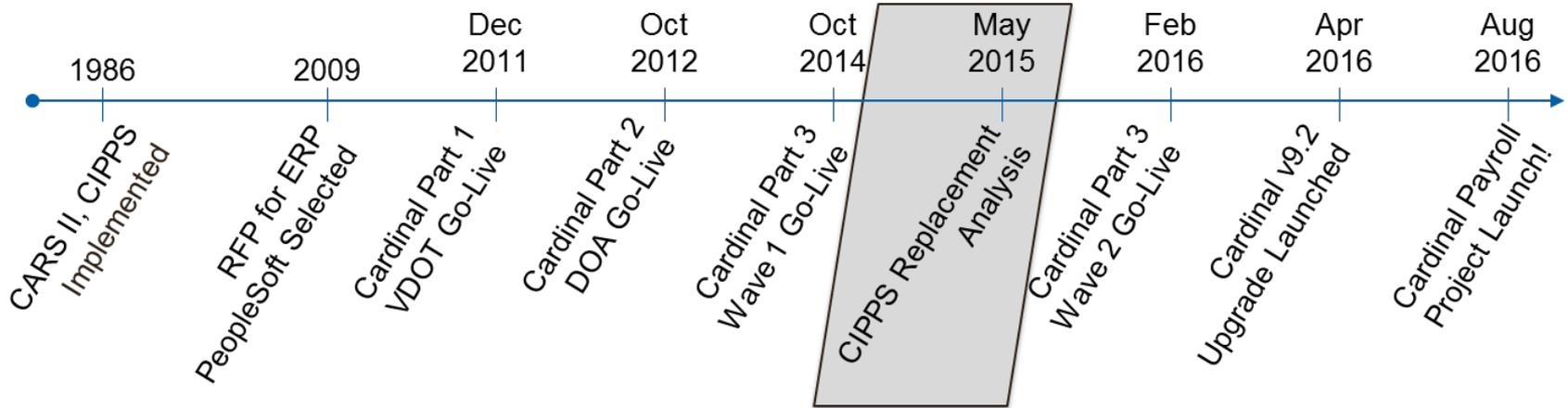
# History of Cardinal



- ✓ Part 1: Replacement and rollout of a new financial management system at VDOT
- ✓ Part 2: Establishment of the Base Financial System at DOA
- ✓ Part 3: Statewide Rollout of Base Financial System and Replacement of CARS (Statewide Rollout)

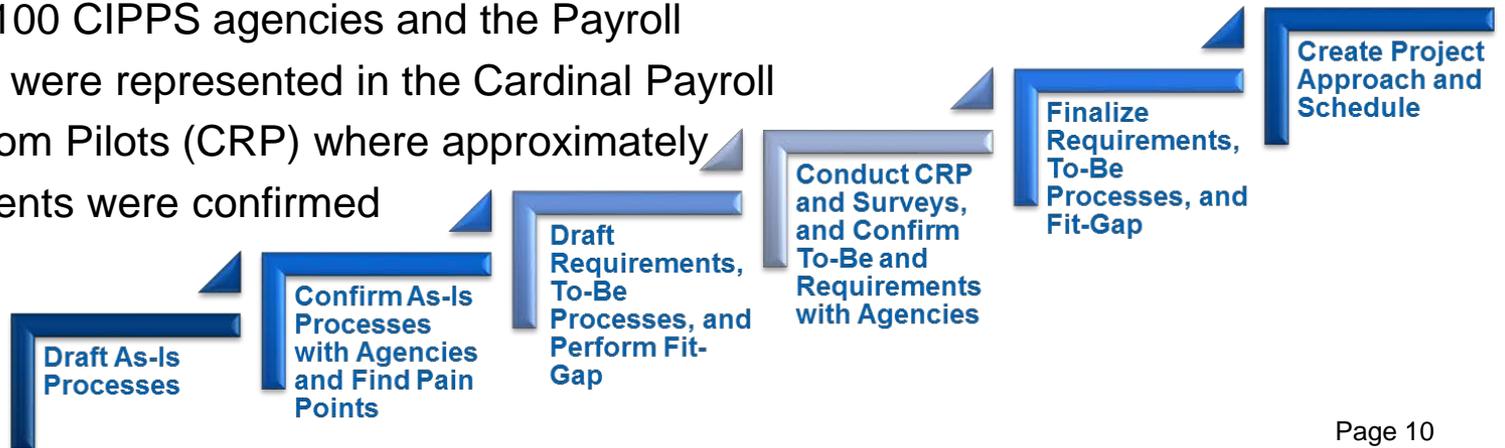


# History of Cardinal



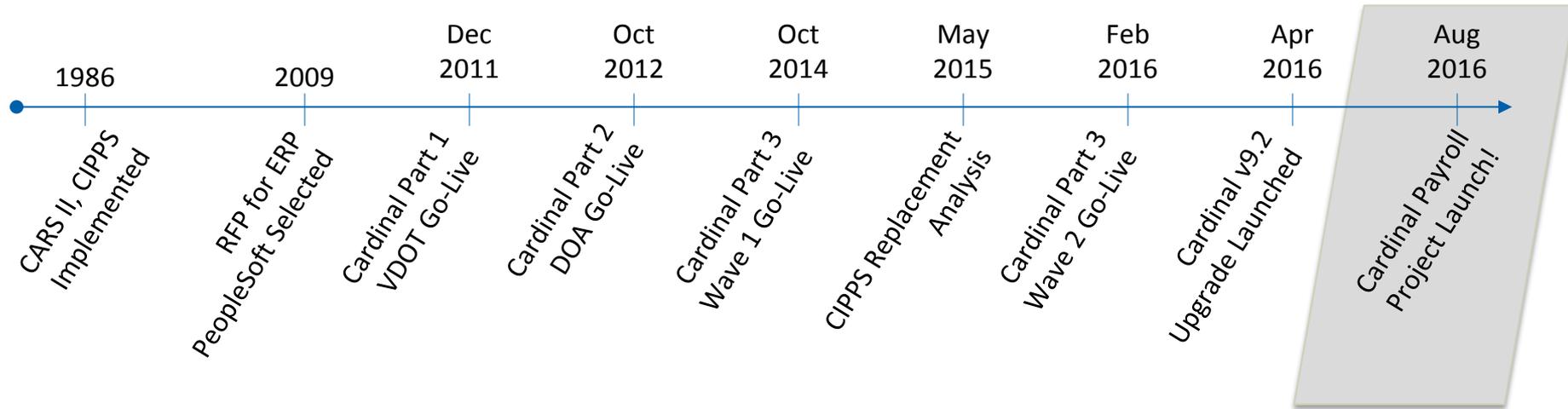
## ✓ May 2015 CIPPS Replacement Analysis started

- Cardinal Payroll system will be built using requirements from representative agencies across the Commonwealth
- Approximately 100 CIPPS agencies and the Payroll Service Bureau were represented in the Cardinal Payroll Conference Room Pilots (CRP) where approximately 1,000 requirements were confirmed





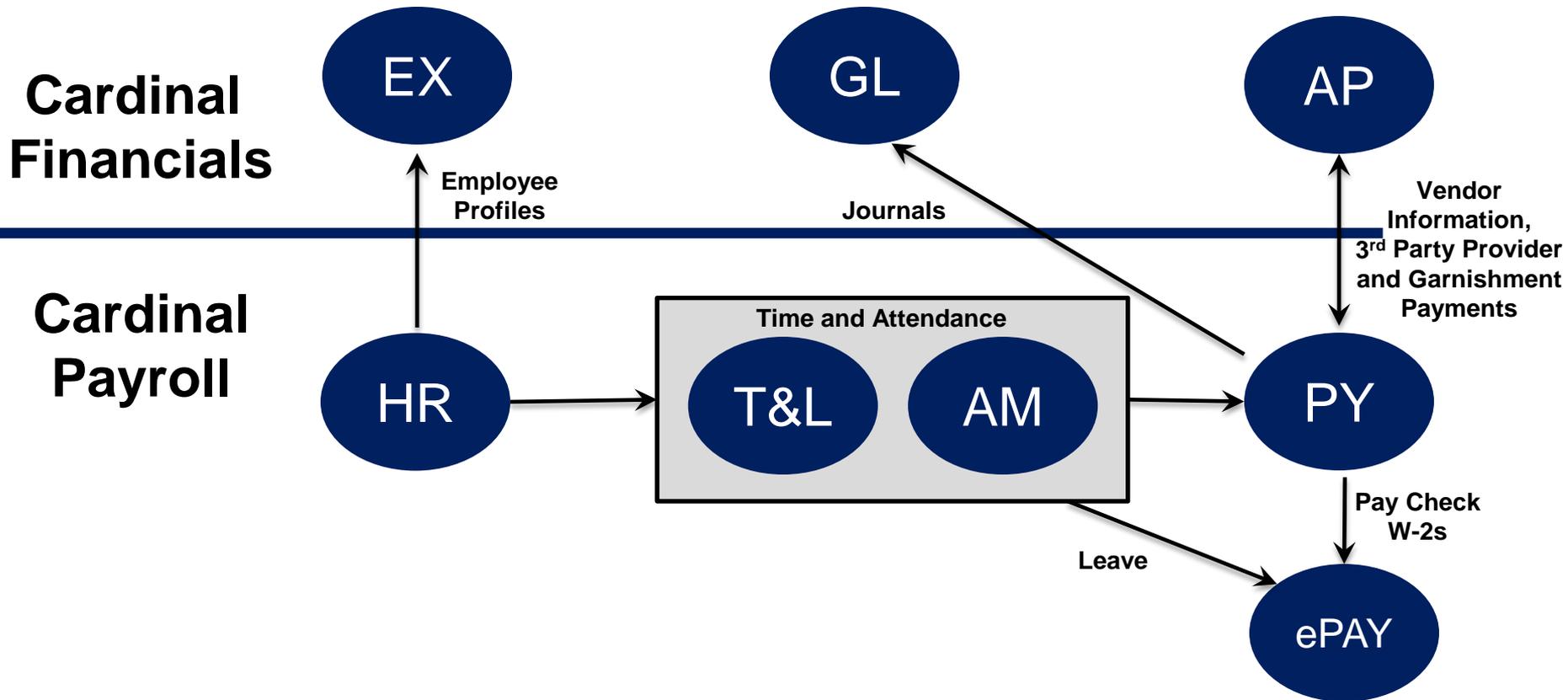
# History of Cardinal



- ✓ In August 2016, the Cardinal Payroll Project was launched!
  - Functional areas in scope include Payroll, Time and Labor, Absence Management, limited Human Resources including Base Benefits, ePay, and integration with Cardinal Financials



# Cardinal Module Integration





# **Project Scope, Rollout Strategy, & High-Level Timeline**



# Payroll Project Organization

**Executive Sponsors:**

David Von Moll  
Randy McCabe

**Steering Committee**

**Project Management:**

Stacy McCracken  
Ned O'Neill  
Damian Kelly  
Julie Seitz

**Application Team:**

Kim White  
Kevin Ferwerda  
Maggie Rice

**Technical Team:**

John Willard  
Thai Somkul

**Change Leadership:**

Miriam Daughtry  
Cathy Miller



# Steering Committee

*Cardinal Payroll Project Steering Committee is comprised of representative agencies:*

Voting members:

David Von Moll, State Comptroller, DOA

Randy McCabe, Deputy State Comptroller, DOA

Beth Franklin, Director of Financial Management, DOH

Randy Johnson, Controller, VCCS

John Lawson, Chief Financial Officer, VDOT

Charlotte Mary, Senior Assistant Clerk – Fiscal and Human Resources for Senate

Dana Smith, Director of Finance & Administration, VITA

Non-Voting Members:

Tracy Surratt, APA

Linda Bell-Sinclair, VITA Project Management Division Representative



# Payroll Scope

- All state agencies currently using CIPPS will use Cardinal
- Agencies will be given the option to use Cardinal as online or interfacing
- CIPPS will be retired, and Cardinal will become the Commonwealth's new payroll management system
- Payroll functionality will be fully integrated with Cardinal Financials
- While there are three functional areas (Payroll, Time and Attendance, Human Resources/Benefits) included in the Cardinal system, there are five PeopleSoft v9.2 software modules included:
  - Payroll for North America
  - ePay
  - Time and Labor
  - Absence Management (Leave)
  - Human Resource including Base Benefits (limited to support payroll functionality)



# In-Scope Business Processes

Functional Area	Business Process
Human Resources & Benefits	Setup and Maintain Employee HR Data
	Benefits Reconciliation
Payroll	Maintain Employee Payroll Data
	Process Payroll
	Post Payroll Process
	Payroll Costing
	Periodic Legislative Reporting
Time and Attendance	Time and Attendance Employee Setup
	Time and Absence Capture
	Time and Attendance Approval and Processing
	Payroll Integration and Cost Allocation



# Payroll Rollout Strategy

*To help reduce risk, Cardinal Payroll will be deployed to agencies in two “releases.” All agencies are involved from Design through Test and the first release Go-Live is scheduled for April 2018 for 25% of employees. The second release covers re-testing through stabilization with Go-Live scheduled for October 2018 for the remaining employees.*

- **Release 1**

- All agencies engaged in design, build, and test
- All agencies represented in Business Process Workshops and Role Mapping
- Build and system test of all reports, interfaces, conversions, and extensions (RICE)
- Interface testing conducted for all interfacing agencies
- Traditional payroll parallel test conducted for all agencies
- Solution deployed to ~25% of CIPPS agencies' employees

- **Release 2**

- Supplemental interface testing conducted
- Additional mock conversion conducted
- Remaining agencies deployed



# Payroll Rollout Strategy

For planning purposes, all agencies should assume they will be deployed in Release 1!



# Deployment Release Outcomes

## Release 1 Outcomes

- Agencies representing 25% of CIPPS employees go live with Cardinal Payroll
  - Release assignments will be finalized Summer 2017
- All RICE deployed into production and stabilized with pilot agencies
- Agencies that go live with Cardinal in this Release no longer transact in or interface to CIPPS (as a general rule)
  - Transactions entered into Cardinal are not sent to CIPPS and will not be reconciled to CIPPS
- Central system-of-record applications interface to both CIPPS and Cardinal
- Cardinal becomes the Payroll system of record for deployed agencies

## Release 2 Outcomes

- All remaining agencies go live with Cardinal
- Transaction processing in CIPPS ceases and the system is brought offline
- Tax year 2018 reporting produced from Cardinal



# Payroll Implementation Schedule

**Cardinal Payroll Project Schedule**

Phase	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	
	Release 1														Release 2														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
Plan/Analyze	█																												
Design		█	█	█	█	█																							
Build							█	█	█	█	█																		
Test												█	█	█	█	█	█												
Deploy																				█	█	★							
Support																						█	█						
Test - Release 2																								█	█				
Deploy - Release 2																										█	█	★	
Support - Release 2																												█	█

**Targeted Go-Live Dates:**

★ Release 1 – April 2018

★ Release 2 – October 2018



# Cardinal Project Key Points - General

Key Point	Considerations
Cardinal is much more complex than CIPPS – especially for interfacing agencies	Need to fully engage in Cardinal tasks from the beginning to ensure continuity of business processes
Treat Cardinal Payroll effort as a project...one that must be driven by the <b><u>business</u></b>	Consider assigning a project coordinator to oversee interface development tasks, capture issues, prepare status, etc.
Do not do any significant updates/upgrades to your existing time tracking system during the Payroll Project time period	You will need to dedicate sufficient resources to complete the interface development in accordance with the Cardinal time table
Now is the time to evaluate replacing your time tracking agency-based systems with Cardinal	Agencies have the option to use Cardinal for integration with payroll and financials vs. doing interfaces from agency systems
Consider the impacts to OTHER agency-based systems when evaluating Cardinal impacts	Includes Access databases, spreadsheets and other operational systems not <b><u>obviously</u></b> related to payroll
Being on-site (vs. conference call or webinar) for meetings/workshops is necessary	Material is too complex to fully understand remotely; interaction and discussion beneficial to all parties
Staying on schedule with Cardinal tasks will be a critical factor in your success on this project	Agencies <b>MUST</b> convert to Cardinal in 2018. There is no “Release 3” of Cardinal!



# Managing Change



# Change Management Vision and Objectives

*“Our dilemma is that we hate change and love it at the same time; what we really want is for things to remain the same but get better”*

*Sydney J. Harris, journalist*

## **Change Management Vision**

To proactively deliver open, honest, relevant, and timely communication about Cardinal Payroll and enable the organization to gain commitment and embrace changes to technology and work processes

## **Objectives of Change Management**

- Facilitate executive leadership and alignment to the Cardinal Project goals and expectations
- Identify and engage stakeholders serving as sponsors and change agents who will contribute to the transition to Cardinal Payroll
- Help agencies prepare for the impact that the Cardinal system will have on them
- Involve the agencies in preparation for deployment
- Create an integrated learning program that considers individual and organizational users' needs at different points in the Cardinal Payroll Project
- Communicate with agencies on a regular basis
- Plan for post-deployment ongoing support to address long-term training and support needs



# Assembled Agency Assignments

- All CIPPS agencies have been assigned to logical groups, which are referred to as “assembled” agencies
  - Some assembled agencies contain only one agency, while others contain multiple agencies
  - Reporting structure, transaction processing, and agency relationships were taken into account to create assembled agencies
  - Use of the DOA Payroll Service Bureau (PSB) does not eliminate agency’s responsibilities to complete Cardinal Payroll tasks
- All assembled agencies will be included in the Change Network meetings and activities through the Design, Build, and Test phases of the project
- Each assembled agency will be assigned a Cardinal Agency Readiness Liaison
- See Payroll Statewide Rollout – Assembled Agency Handout



# Cardinal Change Network

## Cardinal Project

- Project updates, timeline, training
- Change Network meetings
- Agency workshops
- Surveys, calls, e-mail, newsletters
- Understand agency readiness



## Agency Readiness Liaisons

- Work with agencies on readiness tasks
- Monitor and assess agency readiness
- Address agency issues and questions



## Agency Change Agents

- Supply project updates and status
- Know business process changes
- Complete tasks for agency readiness



## Agency

- Report issues, concerns, questions
- Inform of agency specific needs
- Contribute to agency readiness



# Agency Change Network Members

- Assembled Agencies will assign Change Network members that represent the entire group (instead of members for each individual agency)
- Each assembled agency will have 1 Primary Contact (estimate level of effort to average out to ~8 hours per week) – recommend this role be filled by a fiscal officer
- Each assembled agency will have 0 to 6 agency contacts (estimate 2.5 to 4 hours of effort per week, on average, per role):
  - Technical/Interface
  - Security (Assignment of System Access)
  - Training
  - Subject Matter Expert (SME) Payroll
  - SME Time and Attendance
  - SME HR (Employee Setup / Benefits)
- PSB staff should not be identified as your change network members
- In smaller agencies, individuals can fill multiple roles
- Estimated effort **does not** include agency development work on your related agency-based systems (e.g., interfaces, procedural changes)



# Identifying Change Network Members

*Change Network Members are critical to the success and adoption of the new tools and processes Cardinal Payroll will deploy. They will work closely with the Change Management Team to help confirm the needs of the business are adequately represented as the processes and tools are designed, built, tested and trained. They will function in several key areas and roles.*

## **Qualities of an Agency Change Network Member**

- Strong communication skills
- Respected by peers
- Ability to lead, motivate and influence others
- Ability to work well in a team environment
- Knowledgeable about the agency's policies, procedures and business processes
- Comfortable explaining new ideas, concepts, and theories
- Ability to identify and address resistance to change
- Ability to raise project awareness and promote Cardinal Project goals
- Ability to manage Cardinal Project activities and tasks
- Willingness to be actively involved as a contact for their agency





# Agency Change Network Member Illustration

		Change Network Members							Total (1-7)
Assembled Agency	Agency	Primary Contact <i>required</i> (1)	Agency Contacts					Security (0-1)	
			Subject Matter Experts			Technical / Interface (0-1)	Training (0-1)		
			Payroll (0-1)	Time & Attendance (0-1)	Human Resources (0-1)				
Assembled Agency 1	Agency 10 Agency 15 Agency 70	Ann	1 Paul	1 Ken	1 Alice	1 Beth	0 Paul	1 Sam	6
Assembled Agency 2	Agency 20 Agency 21 Agency 22	Rick	0 Rick	1 Bill	0 Rick	1 Lee	1 Cindy	0 Rick	4
Assembled Agency 3	Agency 48	Susan	0 Susan	0 Susan	0 Susan	1 Jay	1 Kim	0 Jay	3

Table above illustrates how agencies are grouped into assembled agencies and how Change Network Members can be assigned required roles

- Assembled Agency 1 has six total Change Network Members. Paul from Agency 70 has been designated to fill two roles (Payroll SME and Training). All other Change Network Members are from one agency (10). Ann is the Primary Contact and has no other roles.
- Assembled Agency 2 has four Change Network Members, all from one agency (21). Rick fills multiple roles.
- Assembled Agency 3 (which contains only one agency) has three Change Network Members.



# Agency Contacts vs. Agency Sub-Contacts Illustration

		Change Network Members							Total
		Primary Contact <i>required</i>	Agency Contacts						
			Payroll	Time & Attendance	Human Resources	Technical / Interface	Training	Security	
Assembled Agency	Agency	(1)	(0-1)	(0-1)	(0-1)	(0-1)	(0-1)	(0-1)	(1-7)
<b>Assembled Agency 2</b>		1	0	1	0	1	1	0	4
	Agency 20								
	Agency 21	Rick	Rick	<b>Bill</b>	Rick	Lee	Cindy	Rick	
	Agency 22								

Assembled Agency 2 - Time & Attendance SME: Bill		
Agencies	Agency Sub-Contacts	Expertise
Agency 20	Ramona	Leave Policy expert
	Faye	Cost Accounting (payroll allocation) expert
Agency 21	Tina	Wage and Overtime Processor
Agency 22	Stephen	Agency Time Tracking System Expert

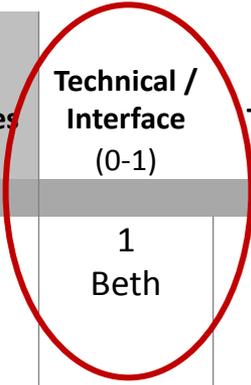
← Bill is a Change Network Member. Typically when the Primary Contact, Rick, needs to communicate on Time and Attendance tasks/issues, Rick will reach out to Bill and it will be Bill's responsibility to reach out to his agency sub-contacts.

← Agency Sub-Contacts are optional and are NOT considered Change Network Members



# Agency Contacts vs. Agency Sub-Contacts Illustration (cont.)

Assembled Agency Agency	Change Network Members							Total (1-7)	
	Primary Contact <i>required</i> (1)	Agency Contacts					Training (0-1)		Security (0-1)
		Payroll (0-1)	Time & Attendance (0-1)	Human Resources (0-1)	Technical / Interface (0-1)	Security (0-1)			
Assembled Agency 1 Agency 10 Agency 15 Agency 70	1 Ann	1 Paul	1 Ken	1 Alice	1 Beth	0 Paul	1 Sam	6	



Assembled Agency 1 - <b>Technical / Interface SME: Beth</b>		
Agencies	Sub-Contacts	Expertise
Agency 10	Kris	Interface Architecture
Agency 15	Candace	Interface developer for a specific system interface
	Robert	Interface developer for a specific system interface
Agency 70	Lisa	Interface developer for a specific system interface

← Beth is a Change Network Member. Typically when the Primary Contact, Ann, needs to communicate on Technical/ Interface tasks/issues, Ann will reach out to Beth and it will be Beth's responsibility to reach out to her agency sub-contacts.

← Agency Sub-Contacts are optional and are NOT considered Change Network Members



# Agency Involvement Illustration

This list represents a sample of high-level agency tasks throughout the life of the project

Description	Agencies	Project Phase(s)
Identify <b>Change Agents</b> and agency contacts	Assembled	Analyze
Complete <b>end-user training</b> population survey	Assembled	Design
Attend <b>interface</b> workshops and complete data mapping, agency system interface build, and interface testing	All (Interfacing Agencies)	Design through Test
Complete <b>agency readiness assessments</b>	Assembled	Design through Deploy
Attend <b>Change Network</b> meetings	Assembled	Design through Deploy
Provide feedback for <b>agency-specific configuration</b> and attend <b>workflow</b> configuration workshop	Assembled	Build
Attend <b>Business Process Workshops</b> and complete activities	Assembled	Build
Validate <b>data conversion</b> and provide values	All	Build through Deploy
Participate in <b>User Acceptance Testing</b>	Representative	Test Release 1 only
Attend <b>Role Mapping</b> workshops and complete role mapping	Assembled	Test
Identify agency trainers and participate in <b>train-the-trainer</b> program	Representative Release 2	Release 2 Test and Deploy
Coordinate end-user training	Assembled	Test and Deploy
Attend end-user training	All	Test and Deploy



# Key Points – Managing Change

<b>Key Point</b>	<b>Considerations</b>
The Primary Contact is a critical role	Staff the role appropriately and consider how this resource's tasks at the agency can be allocated to others to offset time spent on the project
Assign your best people (not necessarily who is available)	Your best people will be able to make the right decisions and give the right input. The more you invest in the project upfront, the better your agency will be prepared for Cardinal
Come to all meetings as requested and be prepared to participate	Agencies that are fully engaged are better prepared for Cardinal
Allocate the time necessary to submit the task correctly and on time. Do not wait until the last minute to complete the work. Ask for assistance from Cardinal when necessary.	Tasks benefit the agencies by allowing them to set Cardinal up the way they need to transact/report



# **15 Minute Break**



# Major Business Impacts



# Major Business Impacts

- **HR Data Impacts**

- A job record is required for Cardinal Payroll. This will require the establishment of a position record for each employee. This will be required of PMIS and non-PMIS agencies, salaried and wage employees, as well as adjunct faculty.

- **Time and Attendance Impacts**

- Timesheet records will drive pay for wage employees, salary employee exception time (i.e., overtime), and salary non-FSLA exempt employees. This is true for Cardinal online agencies, as well as those who will interface to Cardinal.
- Timesheets will collect detailed time (by day, by type, by accounting distribution) to feed payroll, and to support allocation of pay in the Cardinal Financial system at a detailed level
- Agencies may elect to utilize “employee self-service” feature to collect productive time and leave detail directly in the system or they may use “timekeeper” approach (or a combination of the two)
- Employees will be assigned a work schedule in Cardinal to facilitate the merging of employee absences with productive time capture on the Cardinal time sheet. This will provide a complete picture of the employee’s time (and provide for enhanced edits and reporting – including identification of potential leave without pay situations).



# Major Business Impacts

- **Payroll Processing Impacts**

- Hourly pay schedules, like salary pay schedules, will be controlled by DOA. Only bi-weekly pay schedules will be allowed for hourly employees, and agencies will be allowed to choose one of three available hourly bi-weekly pay schedules.
- Payroll garnishments will require a Cardinal vendor record be established in the Cardinal Financial system before the garnishment can be established. This vendor maintenance will be handled by DOA (not by the agencies).
- Payments to vendors for miscellaneous deductions (e.g., VGEA dues) will be made centrally in the form of a combined enterprise payment. Reports outlining the payment details will accompany the payment (and will be available to the agencies).



# Major Business Impacts

- **Cardinal Integration Impacts**

- Cardinal Payroll will have the same look and feel of Cardinal Financials. Navigation, workflow, reporting, and other system features will work similarly between the two functions of Cardinal.
- Cardinal Financials and Cardinal Payroll will share many key functions such as employee information, vendor information, Chart of Accounts, and much more.

- **Reporting/Data Retrieval Capability Impacts**

- Cardinal Payroll will provide users the ability to run/generate their own reports and queries. While there may be a subset of key reports that will be generated for the agencies in batch, there will be hundreds of reports, queries and inquiries that users can generate on their own. These reporting tools will allow for flexible run control parameters, and often provide the ability to export data to other tools (e.g., Excel).
- Access to FINDS payroll data will be terminated September 30, 2016
- With the implementation of Cardinal Payroll, Payline, Reportline and PAT will no longer be populated, but will be available to retrieve historical data



# Key Points – Business Process Impacts

<b>Key Point</b>	<b>Considerations</b>
Provide impact areas to agencies as soon as possible in the project timeline	Agencies begin to evaluate the impacts provided at this session
Evaluate and understand the interrelationship between business process changes and related issues	Leverage your agency contacts and keep your agency informed to best assess and be prepared for the change



# Conversion Overview



# Conversion Overview

- Each agency will have an active role in conversion
  - Develop Crosswalks
  - Review Legacy Data
  - Cleanse Legacy Data
  - Validate/Approve Converted Data



# Conversion Scope

<b>Functional Area</b>	<b>Conversion Requirements</b>	<b>Source System</b>	<b>Payroll Agency Criteria</b>	<b>Cardinal Comments</b>
Accounts Payable	Payroll Vendors	CIPPS	<ul style="list-style-type: none"> <li>Garnishment vendors for employees with active garnishments</li> <li>Miscellaneous deduction vendors for employees with active deductions</li> </ul>	<ul style="list-style-type: none"> <li>Clean up work is required in CIPPS in order to automate this conversion</li> <li>New payroll vendor maintenance process in Cardinal will start in Release 1 and no additional conversion is needed in Release 2</li> </ul>
Time and Attendance	COVA TL Schedules	Agency Spreadsheet	<ul style="list-style-type: none"> <li>Active employees only</li> </ul>	Assume this is needed for all agencies. We will re-evaluate during design
Time and Attendance	Time Reporter Data	Agency Spreadsheet	<ul style="list-style-type: none"> <li>Active employees only</li> </ul>	This is needed for all agencies
Time and Attendance	Comp Time Balance	CIPPS Leave/Agency Spreadsheet	<ul style="list-style-type: none"> <li>Active employees only</li> </ul>	
Time and Attendance	Leave Balance	CIPPS Leave/Agency Spreadsheet	<ul style="list-style-type: none"> <li>Active employees only</li> </ul>	



# Conversion Scope

<b>Functional Area</b>	<b>Conversion Requirements</b>	<b>Source System</b>	<b>Payroll Agency Criteria</b>	<b>Cardinal Comments</b>
HR and Benefits	Current Benefit Plan Health Enrollment Conversion	CIPPS	<ul style="list-style-type: none"> <li>Employees who are not in "terminated" status and have active enrollment or waved elections at the time of conversion</li> </ul>	No Dependent/Beneficiary will be included in the conversion
HR and Benefits	Current Benefit Plan Life Enrollment Conversion	CIPPS	<ul style="list-style-type: none"> <li>Employees who are not in "terminated" status and have active enrollment election at the time of conversion</li> </ul>	
HR and Benefits	Current FSA Enrollment Conversion	CIPPS	<ul style="list-style-type: none"> <li>Employees who are not in "terminated" status and have active enrollment election at the time of conversion</li> </ul>	
HR and Benefits	COVA Benefit Program Participation	Derived from HR Conversion	<ul style="list-style-type: none"> <li>Employees who are not in "terminated" status as of 1/1 of the conversion year</li> </ul>	
HR and Benefits	COVA Disability Plan conversion	CIPPS	<ul style="list-style-type: none"> <li>Employees who are not in "terminated" status and have active enrollment election at the time of conversion</li> </ul>	



# Conversion Scope

<b>Functional Area</b>	<b>Conversion Requirements</b>	<b>Source System</b>	<b>Payroll Agency Criteria</b>	<b>Cardinal Comments</b>
HR and Benefits	COVA Savings Plan (403B for higher education)	CIPPS	<ul style="list-style-type: none"> <li>• Employees who are not in "terminated" status and have active enrollment election at the time of conversion</li> </ul>	
HR and Benefits	COVA Retirement Plan	CIPPS	<ul style="list-style-type: none"> <li>• Employees who are not in "terminated" status and have active enrollment election at the time of conversion</li> </ul>	
HR and Benefits	COVA Annual Base Benefit Rate (ABBR)	CIPPS	<ul style="list-style-type: none"> <li>• Employees not in "terminated" status at the time of conversion with special pay 99</li> </ul>	Special Pay 99 in CIPPS is a pay period rate for contribution basis. It will need to be converted into an annualized rate for ABBR
HR and Benefits	Current Employee Job Data Conversion	PMIS file/Agency spreadsheet for non-PMIS agencies	<ul style="list-style-type: none"> <li>• Employees who are not in "terminated" status as of 1/1 of the conversion year</li> </ul>	<ul style="list-style-type: none"> <li>• Non-PMIS agencies will fill out an Excel spreadsheet</li> <li>• Default dummy values for the original hire row</li> </ul>
HR and Benefits	Current Position Data Record Conversion	PMIS file/Agency spreadsheet for non-PMIS agencies	<ul style="list-style-type: none"> <li>• All active Positions, filled or vacant, as of 1/1 of the conversion year</li> </ul>	<ul style="list-style-type: none"> <li>• Non-PMIS agencies will fill out an Excel spreadsheet</li> </ul>
HR and Benefits	Personal Bio/Demographical Information Conversion	CIPPS	<ul style="list-style-type: none"> <li>• Employees who are not in "terminated" status as of 1/1 of the conversion year</li> </ul>	Employee ID will be 11 digits. No change to VDOT employee ID ending in 00 in Cardinal



# Conversion Scope

<b>Functional Area</b>	<b>Conversion Requirements</b>	<b>Source System</b>	<b>Payroll Agency Criteria</b>	<b>Cardinal Comments</b>
Payroll	Active Additional Pay	CIPPS	<ul style="list-style-type: none"> <li>• Employees who are not in "terminated" status at the time of conversion</li> <li>• Active Additional Pay transactions for the employee population</li> </ul>	<ul style="list-style-type: none"> <li>• Examples - Military Pay, Temporary Pay, Retirement Contribution basis</li> </ul>
Payroll	Current Direct Deposit	CIPPS	<ul style="list-style-type: none"> <li>• Employees who are not in "terminated" status at the time of conversion</li> <li>• Active Direct Deposit transactions for the employee population</li> </ul>	
Payroll	Current General Deduction	CIPPS	<ul style="list-style-type: none"> <li>• Employees who are not in "terminated" status at the time of conversion</li> <li>• Active General Deduction transactions for the employee population</li> </ul>	
Payroll	Current Tax Data Enrollment	CIPPS	<ul style="list-style-type: none"> <li>• Employees who are not in "terminated" status at the time of conversion</li> <li>• Active tax data for the employee population</li> </ul>	
Payroll	COVA Garnishment conversion	CIPPS	<ul style="list-style-type: none"> <li>• Employees who are not in "terminated" status at the time of conversion</li> <li>• Active garnishment data for the employee population</li> </ul>	Clean up work is required in CIPPS in order to automate this conversion



# Conversion Scope

<b>Functional Area</b>	<b>Conversion Requirements</b>	<b>Source System</b>	<b>Payroll Agency Criteria</b>	<b>Cardinal Comments</b>
Payroll	COVA Earnings balance conversion	CIPPS	<ul style="list-style-type: none"> <li>• Employees who are not in "terminated" status as of 1/1 of the conversion year</li> <li>• Year-to-Date data for the employee population</li> </ul>	
Payroll	COVA Deductions balance conversion	CIPPS	<ul style="list-style-type: none"> <li>• Employees who are not in "terminated" status as of 1/1 of the conversion year</li> <li>• Year-to-Date data for the employee population</li> </ul>	
Payroll	COVA Tax balance	CIPPS	<ul style="list-style-type: none"> <li>• Employees who are not in "terminated" status as of 1/1 of the conversion year</li> <li>• Year-to-Date data for the employee population</li> </ul>	
Payroll	COVA Check Year to Date balance conversion	CIPPS	<ul style="list-style-type: none"> <li>• Employees who are not in "terminated" status as of 1/1 of the conversion year</li> <li>• Year-to-Date data for the employee population</li> </ul>	
Payroll	COVA garnishment balance conversion	CIPPS	<ul style="list-style-type: none"> <li>• Employees who are not in "terminated" status as of 1/1 of the conversion year</li> <li>• Year-to-Date data for the employee population</li> </ul>	Convert balance for each garnishment
Payroll	COVA Dept/Position Default Coding	Agency Spreadsheet	<ul style="list-style-type: none"> <li>• Active Position/Department default coding</li> </ul>	



# Key Points – Conversions

<b>Key Point</b>	<b>Considerations</b>
<p>Conversion data is the starting point of data required for agencies in Cardinal to pay employees. Agencies will be responsible for reviewing and validating converted data.</p>	<p>Follow task directions and double-check submissions. If converted data is not correct, employee paychecks and W-2s will be incorrect!</p>



# Interface Overview



# Agency Interfaces

## Upload Interfaces (4)

- Human Resources
  - Employee Demographics Upload (non-PMIS agencies only)
  - Position Upload (non-PMIS agencies only)
- Time and Attendance
  - Time Entry Upload
  - Absence Data Upload

## Extract Interfaces (2)

- Payroll
  - Payroll Data Extract
- Time and Attendance
  - Payable Time Extract (including time and absence processed data)



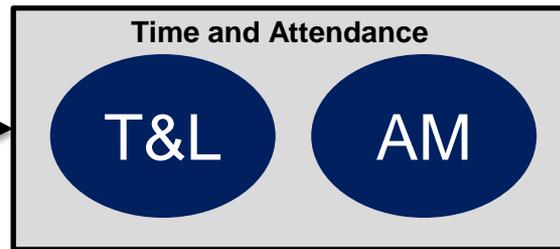
# Agency Interface Overview

## Cardinal Module Integration

**Cardinal  
Financials**



**Cardinal  
Payroll**



Employee Profiles

Journals

Vendor Information,  
3<sup>rd</sup> Party Provider  
and Garnishment  
Payments

Non-PMIS  
Employee  
Demographic  
Upload\*

Time  
Entry  
Upload

Absence  
Data  
Upload

Payable  
Time  
Extract

Payroll  
Data  
Extract  
(ECE)

\*For agencies utilizing PMIS, Employee Demographic will be interfaced from PMIS



# Human Resources

Module Area	Cardinal Interface Number	Interface Name	CIPPS Interface Cross Reference	Cardinal Interface Description
HR	HR003	Employee Demographics Upload	New Interface	<p><b>For non-PMIS agencies</b>, this interface uploads new or updated employees into the Cardinal employee tables. All wage and salary employees will be interfaced. The Cardinal employee ID is the 7-digit PMIS employee ID with a 00 prefix and a 00 suffix. Non-PMIS agencies may opt to key employee updates online in Cardinal instead of using this interface.</p> <p>Note: PMIS agency employee demographic data will be interfaced from PMIS. Agencies will be required to maintain wage and salary employee data for interface from PMIS.</p>
HR	TA035	Position Upload	New Interface	<p><b>For non-PMIS agencies</b>, this interface updates new or updated employee position data. All employees will be assigned to a position. Non-PMIS agencies may opt to key position updates online in Cardinal instead of using this interface.</p> <p>Note: PMIS agency position data will be interfaced from PMIS. Agencies will be required to maintain wage and salary employee data for interface from PMIS.</p>



# Time, Attendance, and Payroll

Module Area	Cardinal Interface Number	Interface Name	CIPPS Interface Cross Reference	Cardinal Interface Description
TA	TA756	Time Entry Upload	New Interface	This interface uploads time entry data for salary and wage employees from agencies with their own time reporting system
TA	TA758	Absence Data Upload	New Interface	This interface uploads absence data for salary employees from agencies with their own absence reporting system
TA	TA738	Payable Time Extract	New Interface	This interface extracts successfully processed time and absence transactions (does not contain monetary data) to help agencies reconcile Cardinal to their agency system
PY	PY176	Payroll Data Extract	Expanded Current Earnings (ECE)	This interface extracts processed payroll transactions to help agencies reconcile Cardinal to their agency system. It will include time, absence, and adjustments processed online and interfaced



# Key Points – Interfaces

Key Point	Considerations
Do not discount what you use FINDS, PAT, or Payline for today	Evaluate your agency's uses of these systems to determine what is needed from Cardinal
Cardinal <u>extracts</u> should be used for agency reporting and reconciliation (typically not for creating transactions in your agency-based systems)	Determine what data you need/want from Cardinal today for reporting and reconciliation
Determine impacts to agency systems and processes beyond the system updates/programs needed to generate an interface file	Plan for system changes in your project preparations. Assess all systems within the business process (e.g., Access databases, Excel files) to determine impact.
Interface File Layouts are key to assessing agency interface needs and system updates	Cardinal will provide agencies the file layouts as soon as possible for clarity into the scope of each interface
Agency interface development is complex and requires additional agency effort. This is not a simple crosswalk exercise.	Agencies should only sign up for interfaces that the agency is certain to use



# Next Steps



# Next Steps: Design Phase

- Task 2: Fiscal Officers to identify Assembled Agency Change Network Members by September 30<sup>th</sup>
  - Primary Contact
  - Subject Matter Experts (SMEs)
    - Payroll
    - Time and Attendance
    - Human Resources
  - Technical Contact
  - Security Contact
  - Training Contact
- Task 3: Attend Change Network Launch on October 25<sup>th</sup> or November 1<sup>st</sup>
  - All Change Network members identified in Task 2
- Task 4: Attend Interface Kickoff on November 15<sup>th</sup> or November 16<sup>th</sup>
  - Select Change Network members



# Closing Remarks

- We have a lot of work ahead of us
  - Recognize this is an investment for your agency and the more you put in, the more you get out
  - Start to develop a preliminary plan to address resource constraints
  - Review today's handouts again on your own
- The implementation dates are firm
  - CIPPS will go away at the end of calendar year 2018



# Project Resources

- Cardinal Project Website: <http://www.cardinalproject.virginia.gov/index.shtml>

The screenshot shows the website interface with a navigation menu on the left, a news section in the center, and related links on the right. The main content area features a 'Cardinal Payroll Project' news item with a 'Cardinal Payroll Project Schedule' Gantt chart.

Cardinal Payroll Phases	Release 1														Release 2													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Plan/Analyze	█																											
Design		█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Build																												
Test																												
Deploy																												
Support																												
Test - Release 2																												
Deploy - Release 2																												
Support - Release 2																												

- Cardinal Project Email Address: [ProjectCardinal@DOA.Virginia.gov](mailto:ProjectCardinal@DOA.Virginia.gov)