

From: The Cardinal Project <cardinal-comms@public.govdelivery.com>
Sent: Monday, July 10, 2023 12:34 PM
To: Cardinal Project <ProjectCardinal@doa.virginia.gov>
Subject: Cardinal HCM: Department Position Funding Mass Upload Enhancement

This communication is being sent to all PY Budget Processors.



The Department Position Funding Mass Upload template has been enhanced to support split funding for departments and positions. This enhancement will assist agencies when 50 or more positions or departments need to be updated and some, or all, require split funding.

The revised template has been posted to the [Cardinal website](#) > [Resources](#) > [HCM Update Templates](#), which includes a new “Percent of Distribution” column to allow agencies to use the Mass Upload when split funding is needed and must be established or changed. If you use the split functionality in this template, the total funding for all rows MUST equal 100% and all rows must be included in the template.

The V_HR_POS_FUNDING_MASS_LOAD Query has also been enhanced to include this new field. Use the [NAV225 Running an HCM Query](#) job aid for support.

As a reminder, remove all previous versions of the Department Position Funding Mass Upload template saved to your computer and ensure you are using the **most current version** by always **downloading** the template from the [Cardinal website](#) each time it is being used. When reviewing the revised Department Position Funding Mass Upload template, ensure you also review the Instruction and Column Definitions tabs, as language within these tabs has also changed.

Questions?

For functional/technical questions, submit a help desk ticket to vccc@vita.virginia.gov and include “**Cardinal - ...**” in the subject line with a brief summary for routing.

- In the email, provide detailed information about your issue (i.e., functional area, page, actions, error).
- Include your name, email address, and a phone number where you can be reached.

Regards,
The Cardinal Team

