

From: The Cardinal Project <cardinal-comms@public.govdelivery.com>
Sent: Monday, July 31, 2023 1:38 PM
To: Cardinal Project <ProjectCardinal@doa.virginia.gov>
Subject: Cardinal HCM: Rewards and Recognition Mass Update Enhancement

This communication is being sent to all HR Administrators.



We are excited to announce that the Rewards and Recognition Mass Update template has been enhanced to offer more flexibility. Now, agencies can update existing Reward IDs through this process.

The revised template includes a new column, "Reward ID," enabling agencies to make updates when processing additional award payouts under an existing authorization. When working with existing Reward IDs, please keep the following in mind:

- The effective date cannot be the same or prior to the existing Reward ID's effective date.
- The award date(s) cannot be corrected using this process.
- For rows with updates, only modify the values in the relevant cells. Leave everything else alone.

The updated Rewards and Recognition Mass Update template includes changes to the Instruction and Column Definitions tabs. We strongly advise reviewing these tabs thoroughly before utilizing the template.

As a reminder, please delete previous versions of mass update templates saved to your computer. To ensure you are using the **latest version**, always **download** the latest mass upload templates from the [Cardinal website](#) > [Resources](#) > [HCM Update Templates](#) each time you use it.

Note: If you have never used a mass upload template, follow the instructions on the template and use the [Performing a Mass Upload](#) job aid to ensure your success!

Questions?

If you have functional/technical questions, submit a help desk ticket to yccc@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