

From: The Cardinal Project <cardinal-comms@public.govdelivery.com>

Sent: Tuesday, August 1, 2023 1:15 PM

To: Cardinal Project <ProjectCardinal@doa.virginia.gov>

Subject: Cardinal HCM: Assigning Work Schedules

This communication is being sent to Fiscal Officers, HR Directors, and Payroll Officers of Payroll agencies. TL Administrators and Employee TL Setup Administrators.



We want to emphasize the significance of having an assigned Work Schedule in Cardinal for **all** employees, regardless of their time reporting method (positive or exception). Cardinal uses the employee's assigned Work Schedule to perform these **essential** functions:

- Generate holiday hours for eligible employees
- Generate payable time for exception reporters
- Calculate absences for employees enrolled in Absence Management

If an employee does not have a Work Schedule assigned in Cardinal, hours may not be distributed appropriately.

Work Schedules are assigned by the TL Administrator, Employee TL Setup, or the employee's TL Supervisor using the Assign Work Schedule page. We strongly recommend incorporating this task into your agency's new hire process since Cardinal does not automatically assign a default schedule to new employees.

It is essential to regularly run the **Employee Schedule Review Query** to identify employees in need of a Work Schedule update.

Next Steps

1. Run the Employee Schedule Review Query to identify employees requiring a Work Schedule update:
 - Menu > Reporting Tools > Query > Query Viewer > V_TA_SCHEDULE_REVIEW
 - Use the [NAV225 Running an HCM Query](#) job aid for support
2. Identify the appropriate agency resource responsible for updating Work Schedules for existing employees.
 - For employees with missing schedules hired in a prior fiscal year, Cardinal recommends assigning the schedule with an effective date at the beginning of the current fiscal year (e.g., 06/10/2023 for SM1) to avoid significant reprocessing of prior fiscal years.
3. Ensure Work Schedules are assigned to new hires as part of your agency's new hire process.
4. Refer to the following resources for assistance in assigning Work Schedules to employees:
 - Job Aid: [TA Maintaining Employee Work Schedules](#)
 - Tutorial Video: [Manually Assigning Work Schedules](#)

Questions?

If you have 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

This email was sent to projectcardinal@doa.virginia.gov using govDelivery Communications Cloud on behalf of: The Cardinal Project · 6800 Paragon Place, 3rd Floor · Richmond, VA 23230

