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Sent: Thursday, September 28, 2023 8:44 AM

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

Subject: Cardinal HCM: NEW WBT for TA371: Timekeeper Processing

This communication is being sent to Timekeepers, Time & Labor (TL) Administrators, Human Resources (HR) Administrators, and the Cardinal Security Officers for TA agencies.



The Cardinal Training team is excited to announce that the TA371: Timekeeper Processing course has been updated to a self-paced Web-Based Training (WBT) course and is now available on the [Cardinal Website > Learning > Web-Based Training \(HCM\)](#).

As a result, this course will no longer be offered as an Instructor-Led Training (ILT) option.

TA371: Timekeeper Processing Course Description: This self-paced WBT teaches agency Timekeepers essential skills to manage employee time and absences in Cardinal HCM. Through sixteen concise learning modules, ranging from 5 to 10 minutes each, Timekeepers will learn about Work Schedules, the Cardinal Timesheet, and the Time Reporter Types, providing detailed instruction on how to proficiently enter and manage both time and absences for their assigned employees.

The modular approach allows learners to fit the training into their schedule while facilitating easy reference back to specific topics or tutorial videos when needed.

Audience: This course is essential for all new Cardinal users with the Timekeeper role. For a complete list of recommended training for Timekeepers, please see the [HCM Roles to Training Course Mapping](#) document.

Click the button to explore the new TA371 WBT.

[TA371: Timekeeper Processing](#)

Regards,

The Cardinal Training Team