Cardinal Training Resources Support Guide

This guide provides Cardinal's training resources for new and experienced users.

1. Click here to narrow down training options by role/user type.

2. Not sure of your role/user type? Check out our User Support Guides for more information.

3. Be sure to review the Additional Resources slide to enhance your Cardinal knowledge.

4. Have additional questions about Cardinal training? Email cardinallearning@doa.virginia.gov.

Hey there, folks! Cardinal Carl here, and I'm here to show you the ropes when it comes to Cardinal training.

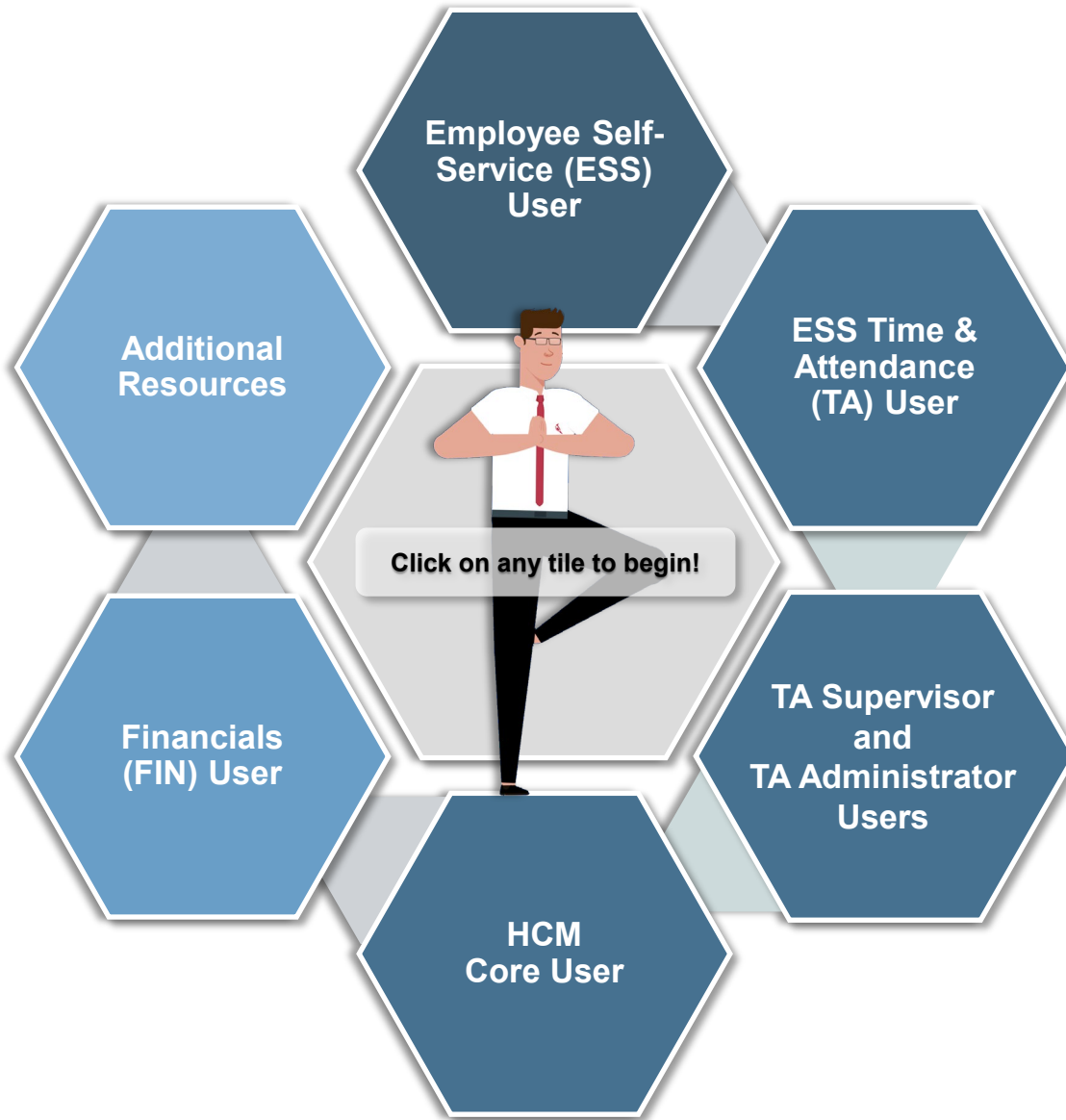Click around this guide to discover some fantastic resources.
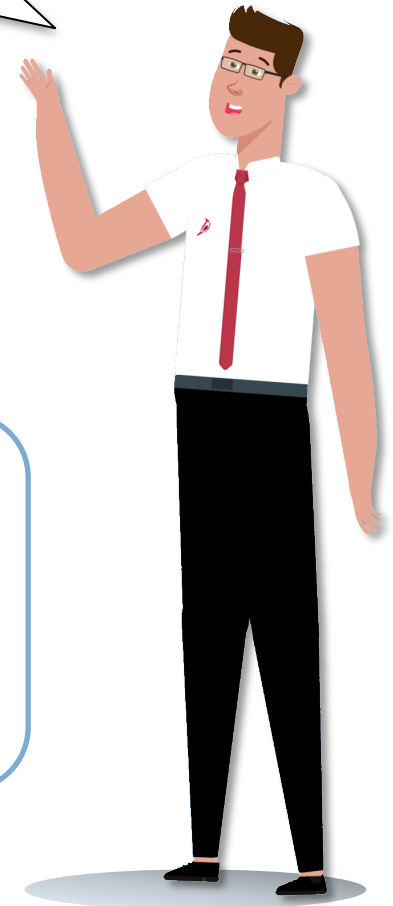
Tips for using this guide

✓ Go to the next slide to select the area you need support on and use the buttons in this icon to navigate throughout the guide.

✓ Click the text boxes and/or images on each of the following slides to navigate to the corresponding training resource.

Cardinal Training Resources Support Guide

Employee Self-Service (ESS) User

ESS Time & Attendance (TA) User

Additional Resources

TA Supervisor and TA Administrator Users

Financials (FIN) User

HCM Core User

Click on any tile to begin!

Employee Self-Service (ESS) User

Cardinal offers a variety of tutorial videos and step-by-step job aids to help you make the most of ESS. Whether you need help updating your health benefits or viewing/printing your paycheck, we have the resources you need.

Click image to access our ESS support resources on the Cardinal website.

Videos

Job Aids

ESS Time & Attendance (TA) User

Before you Begin

Know if your agency uses Absence Management (AM)

❑ Cardinal TA Agencies List

Know your…

❑ **Employee type:** Salary or Hourly
❑ **Time Reporter type:** Exception or Positive

Fun fact: ESS TA Users enter time/absences in Cardinal.

Do you use Cardinal for more than entering time/absences?

Go to the next slide for additional training details.

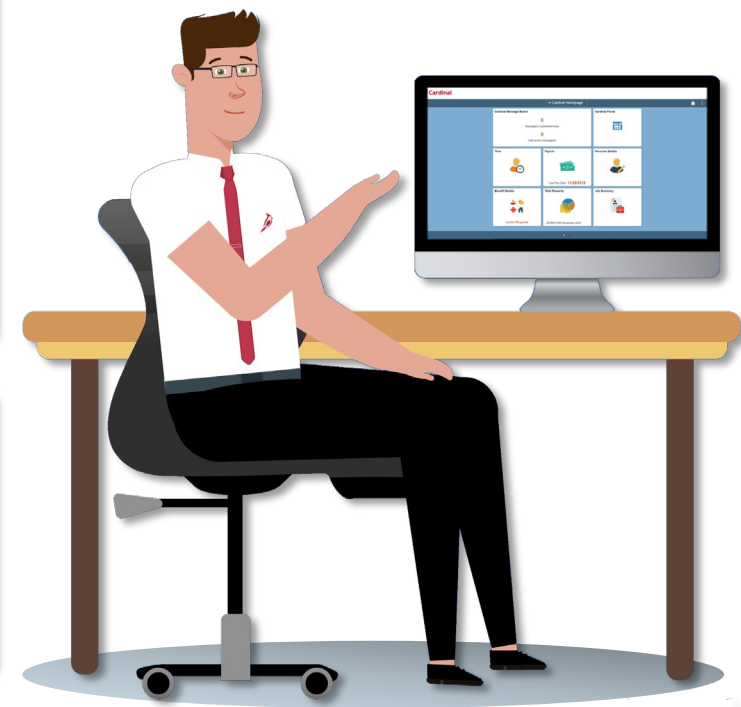### ESS392: Time & Attendance Employee Self-Service

This course will teach you how to enter your Timesheet.

☑ Select the course most applicable to your employee type and agency usage of AM.

☑ When prompted, select the Time Reporter type that applies to you.
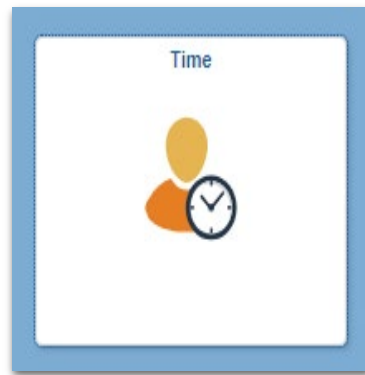
Time

Need a refresher on how to enter, submit, and adjust time/absences in Cardinal?

Click here for our TA tutorials.

Time & Attendance (TA) Supervisor and TA Administrator Users

Before you Begin

Know if your agency uses Absence Management (AM)

☐ Cardinal TA Agencies List

Know your role

☐ **Supervisor**
(TL Supervisor, AM Supervisor)
☐ **Administrator**
(TL Administrator, AM Administrator)

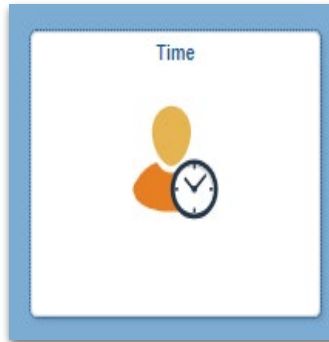TA Supervisors and TA Administrators approve and/or manage employee time/absences in Cardinal.

Need a quick refresher? Explore the Cardinal TA tutorials for Core Users.

Word on the street is, the narrator is quite the legend!

ESS392: Time & Attendance ESS for Supervisors and Time & Labor (TL) Admins

This course will teach you how to enter your Timesheet.

☑ Select the course based on your role and agency usage of AM.

Time

TA373: Time & Attendance for Managers and Supervisors

Learn how to access employee Timesheets, review and approve time and absences, and manage time exceptions.

☑ Select the course based on your role (Supervisor or Administrator) and agency usage of AM.

Team Time

5

HCM Core User

Start Here.

Determine what training is right for you based on the roles you hold in Cardinal by referring to **HCM Roles to Course Mapping.**

Web-Based Training (WBT)

Self-paced courses that provide users with essential building blocks to navigate, report, and understand functional areas in HCM.

Pre-requisite course work to ILTs.

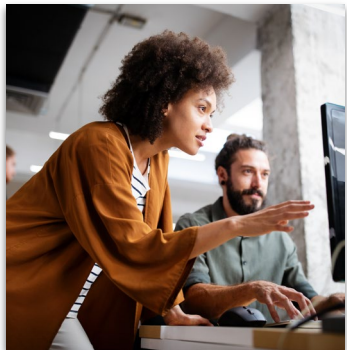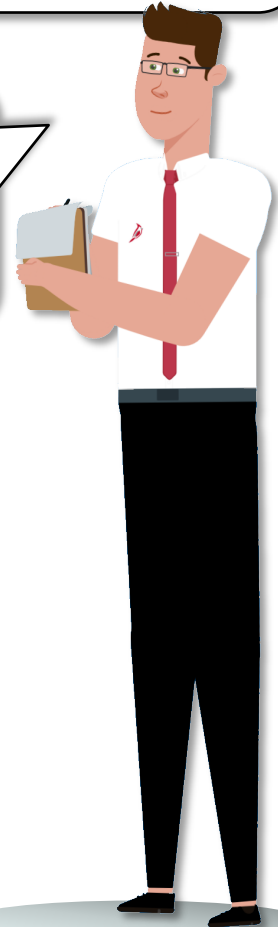Dedicated courses for HR, Benefits, and Payroll Read-Only roles.

Instructor-Led Training (ILT)

Hands-on courses for select core users facilitated by Cardinal's expert instructors and managed in Nest, a Cardinal Learning tool.

In-person and Virtual delivery options

Request HCM ILTs: submit a Cardinal Training Request form.

Additional Resources

HCM Core Users perform day-to-day administrative functions in Cardinal (i.e., HR professionals).

Access is granted based on agency submission of a Cardinal Security Form.

For HCM Reporting help, we have got your back!

Watch our reporting tutorials here.

Financials (FIN) User

Before You Start Training

✓ Work with your agency to understand key details about how your agency uses FIN.
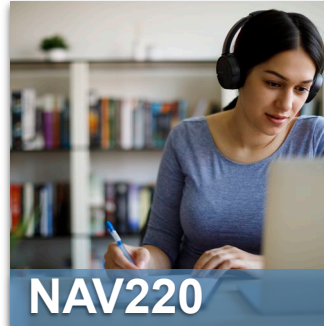
ILT Course Pre-Requisites

Each Cardinal FIN ILT has specific pre-requisite training requirements including:

- Course material documents
- Web-Based Training (WBT): NAV220 Introduction to Cardinal Financial Reporting

NAV220

Instructor-Led Training (ILT)

Hands-on courses facilitated by Cardinal's expert instructors and managed in Nest, a Cardinal Learning tool.

- In-Person and Virtual learning formats.
- Request FIN ILTs: submit a Cardinal Training Request form.

Additional Resources

Financials users perform financial functions in Cardinal.

Access is granted based on agency submission of a Cardinal Security Form.

Additional Cardinal Training Resources

User Support Guides

Support guides for New Users, ESS Users, and Core Users.

Reports Catalog

Comprehensive overview of Cardinal reports and queries by functional area.

Job Aids

Step-by-step instructions to assist users in processing transactions and running reports/queries.

Course Materials

PDF versions of ILT course presentations that provide an in-depth look at HCM/FIN functions.

Forums

Topic specific forums to enhance your skills and understanding by functional area.

Communications

HCM/FIN updates from Cardinal.

Want to uncover more?
Dive into the Cardinal website to keep the adventure going!

Cardinal training materials are frequently updated. Revision dates are noted on all Cardinal training materials. For a list of recent major revisions, visit our Resource Revisions page.