

## Cardinal HCM: Legislative Salary Increase – Opt Out by 12/3!

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

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

**This communication is being sent to select HR Directors and HR Administrators for HCM agencies that used the Opt Out option during the June 2023 increase.**



The Legislative Salary Increase **Tool Opt Out Deadline is Sunday, December 3, 2023.** Since your agency opted out on the last salary increase, we wanted to check in to see if you would be using this option for the December salary increase.

As a reminder, agencies who prefer to enter the December increases into Cardinal HCM via interface, mass upload, or manually keying, must Opt Out of using the Legislative Salary Increase Tool in Cardinal HCM, use the job aid below for instructions.

### Cardinal Job Aid

- [HR351\\_Using the Legislative Salary Increase Tool](#)

### DHRM Memo and Resources

The DHRM Memo and supporting resources can be found on the [DHRM Resources for December 10, 2023 Pay Increase](#) webpage.

- Policy (not system) specific questions, please send any questions to the DHRM iHelp Mailbox ([ihelp@dhrm.virginia.gov](mailto:ihelp@dhrm.virginia.gov)).
- Compensation specific questions, please send an email to [compensation@dhrm.virginia.gov](mailto:compensation@dhrm.virginia.gov).

Regards,

The Cardinal Team

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 **Questions**

If you have functional/technical questions, submit a help desk ticket by emailing [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov) and include the following information:

**Subject:** Cardinal – <brief summary for routing>

**Email Content:**

- Detailed information about your issue (i.e., functional area, page, actions, error)
- Name, email address, and best contact phone number

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## Cardinal - Virginia's Enterprise Resource System

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You are receiving this email as a result of the role(s) you hold in the Cardinal System.

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