

## Managing the Layoff Process Overview

The Layoff business process captures an employee's departure from an agency due to Layoff or Temporary Workforce Reduction (TWFR).

Prior to making any changes to an employee's record, validate that the layoff package is complete, and all information is noted, as specific dates will be needed for effective dating of the Layoff transaction and the tracking of various dates on the Job Data Notepad. The Layoff Notice date should be entered in accordance with the layoff policy as the date in which the first notice of layoff was issued to the employee. This documents the date the initial notice was provided to the employee.

This business process is applicable to state agencies with VPA employees.

After the Layoff transaction is saved, all HCM functional areas will be updated appropriately:

- Benefits status will be updated in Cardinal Benefits (BN); COBRA eligibility will be triggered if applicable
- Time Reporter will be updated for Cardinal TA. Productive and non-productive time can still be entered and approved prior to the effective date of the Layoff
- For agencies using the Cardinal Absence Management (AM) system, the updated HR status will stop leave accruals
- The updated Payroll status will not create a Paysheet for the employee

Agency HR will need to coordinate with agency Payroll and an agency Benefits Administrator (BA) for final pay, (e.g., salary, OT, leave payout) due the employee. Additional steps may be needed for a Paysheet to be created in order to make the final payment(s).

If there is a large volume of updates, the agency can submit a file to be uploaded using the mass upload process. For more information on Mass Updates, see the Job Aid titled **Performing a Mass Upload** on the Cardinal website in **Job Aids** under **Learning**.

Involuntary Separation in the form of disciplinary action and Voluntary Separations in the form of retirement or resignation will not be covered in this Job Aid but can be found in the Job Aid titled **HR351\_Separation Statuses**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

**Note:** For Layoffs where Severance Payments and Health Benefits continue, follow DHRM Policy 1.30.

**Note:** For Layoffs where Severance Payments remain active and Health Benefits are inactive, follow DHRM Policy 1.30.

**Note:** For a Layoff Separation when Severance Benefits end, follow DHRM Policy 1.57.

**Navigation Note:** Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.



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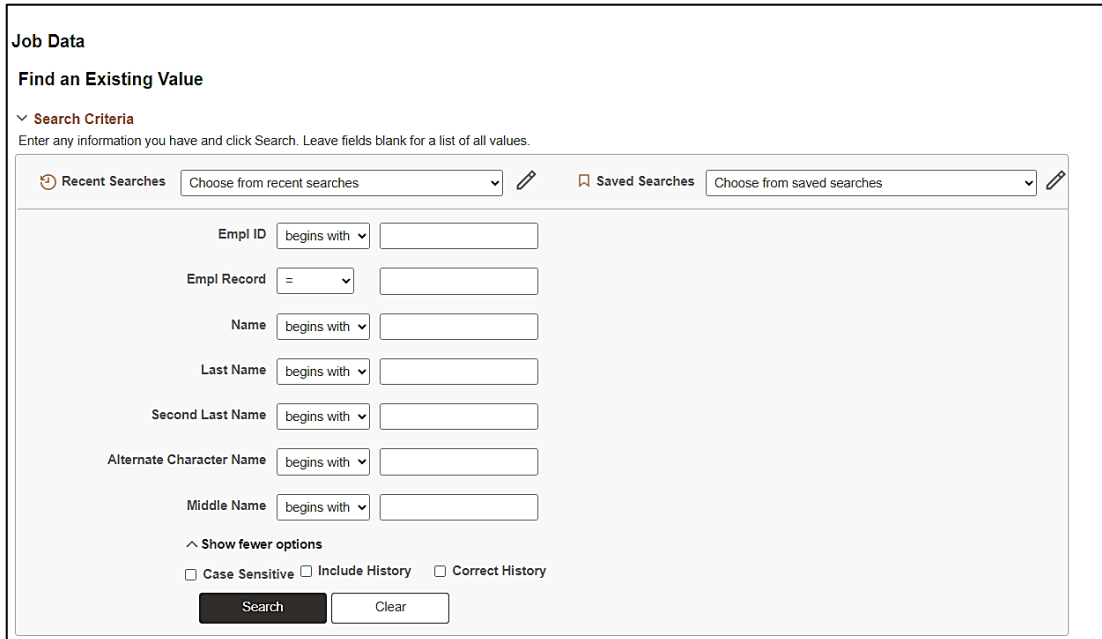
**Revision History**

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages ( <a href="#">Section 1</a> ; after Steps 1; <a href="#">Section 2</a> , after Step 1; <a href="#">Section 3</a> , after Step 1; <a href="#">Section 4</a> , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

### Layoff

Step	Action
1.	Navigate to the <b>Job Data</b> page using the following path: <b>NavBar &gt; Menu &gt; Workforce Administration &gt; Job Information &gt; Job Data</b>

The **Job Data Find an Existing Value** page displays.




For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

2.	Enter the employee’s Employee ID in the <b>Empl ID</b> field. <b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.
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3.	Click the <b>Include History</b> checkbox option.
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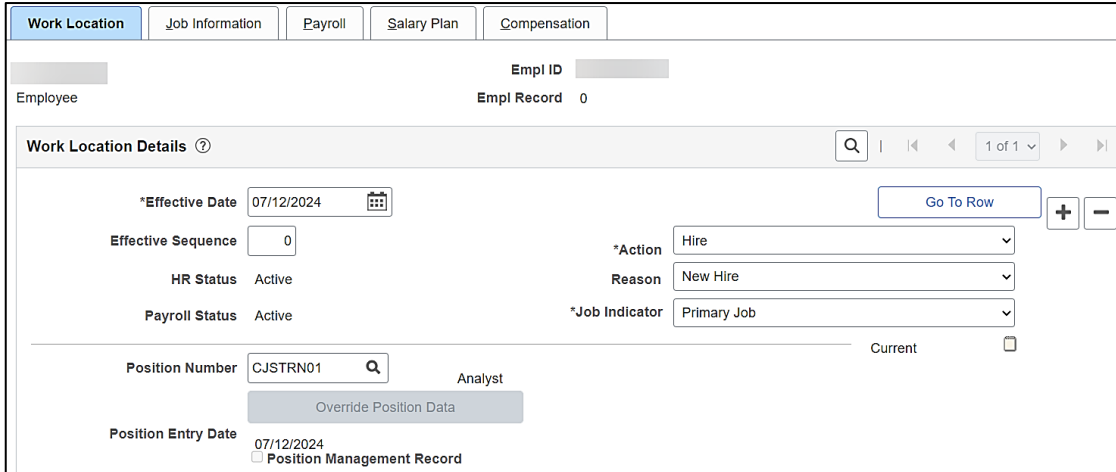


4.	Click the <b>Search</b> button.
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Step	Action
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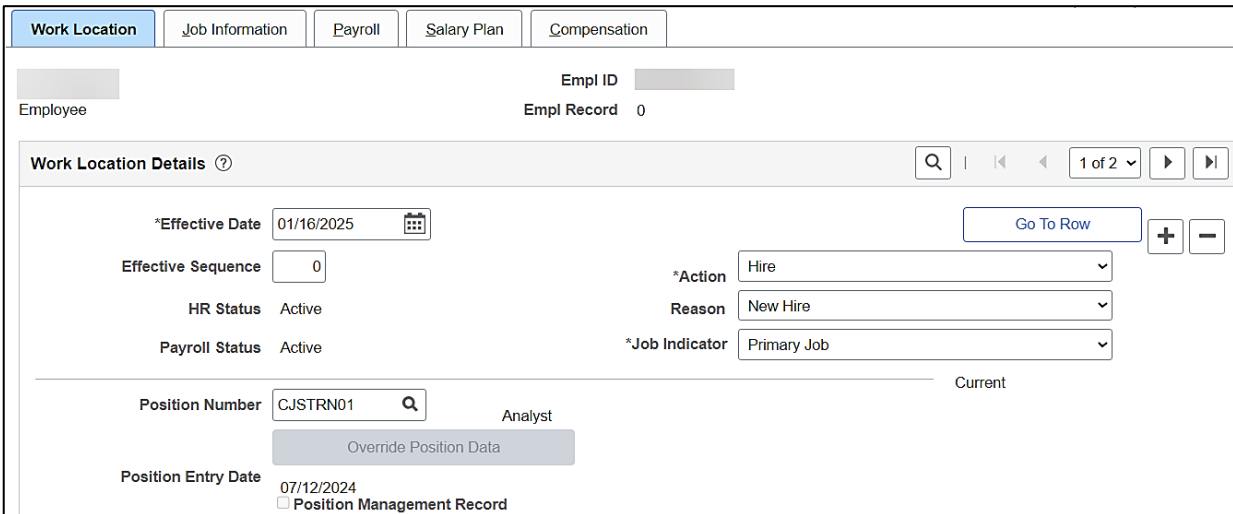
The **Job Data** page for the employee displays (**Work Location** tab).



- Click the **Add a New Row** icon (+) to add a new effective dated row.

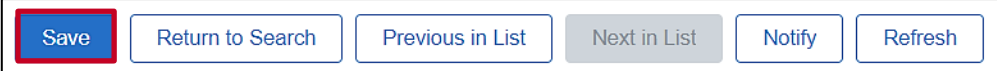



The **Job Data** page refreshes with the new effective dated row displayed.





When a new row is created, the row count increases by one and the **Effective Date** field displays the current date.

Step	Action
6.	<p>Update the effective date as needed using the <b>Effective Date Calendar</b> icon.</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <span>*Effective Date</span> <span style="border: 1px solid red; padding: 2px;">01/16/2025</span> </div>
7.	<p>Click the <b>Action</b> dropdown button and select “Layoff”.</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <span>*Action</span> <span style="border: 1px solid red; padding: 2px;">Layoff</span> <span style="font-size: 0.8em;">▼</span> </div>
8.	<p>Click the <b>Reason</b> dropdown button and select the applicable reason. In this example, “Layoff TWFR Unpaid” is selected.</p> <p><b>Note:</b> The following options are available for selection:</p> <ul style="list-style-type: none"> <li>a. <b>Layoff Benefits Only</b></li> <li>b. <b>Layoff Sev and Ben</b></li> <li>c. <b>Layoff Severance Only</b></li> <li>d. <b>Layoff TWFR Unpaid</b></li> </ul> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <span>Reason</span> <span style="border: 1px solid red; padding: 2px;">Layoff TWFR Unpaid</span> <span style="font-size: 0.8em;">▼</span> </div>
9.	<p>The <b>HR Status</b> and <b>Payroll Status</b> fields automatically update after the <b>Action</b> and <b>Reason</b> fields are selected. Validate that the <b>HR Status</b> field displays “Active” and the <b>Payroll Status</b> field displays “Suspended”.</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <span style="margin-right: 10px;"><b>HR Status</b></span> Active  <span><b>Payroll Status</b></span> Suspended         </div>
10.	<p>Enter or select the Layoff Notice Date as the date in which the first notice of layoff was issued to the employee using the <b>Layoff Notice Date Calendar</b> icon.</p> <p><b>Note:</b> This documents the date the initial notice was provided to the employee.</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <span>Layoff Notice</span> <span style="border: 1px solid red; padding: 2px;">01/16/2025</span>   <span>Date</span>  <input type="checkbox"/> Recall Eligibility Flag         </div>
11.	<p>Click the <b>Recall Eligibility Flag</b> checkbox option at the bottom of the page. There are very few instances in which this checkbox will not be selected.</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <span>Layoff Notice Date</span> <span style="border: 1px solid #ccc; padding: 2px;">01/16/2025</span>   <span style="border: 1px solid red; padding: 2px;"><input checked="" type="checkbox"/> Recall Eligibility Flag</span> </div>

Step	Action
12.	Click the <b>Save</b> button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  </div>
13.	Run and print the <b>Employee Activity Report</b> for the employee and place the printed transaction in the employee file for future audit purposes. Navigate to the <b>Employee Activity Report</b> using the following path: <b>NavBar &gt; Menu &gt; Workforce Administration &gt; Job Information &gt; Reports &gt; Employee Activity Report</b>
	Termination of recall rights can be entered at any time during the layoff process per DHRM policy.

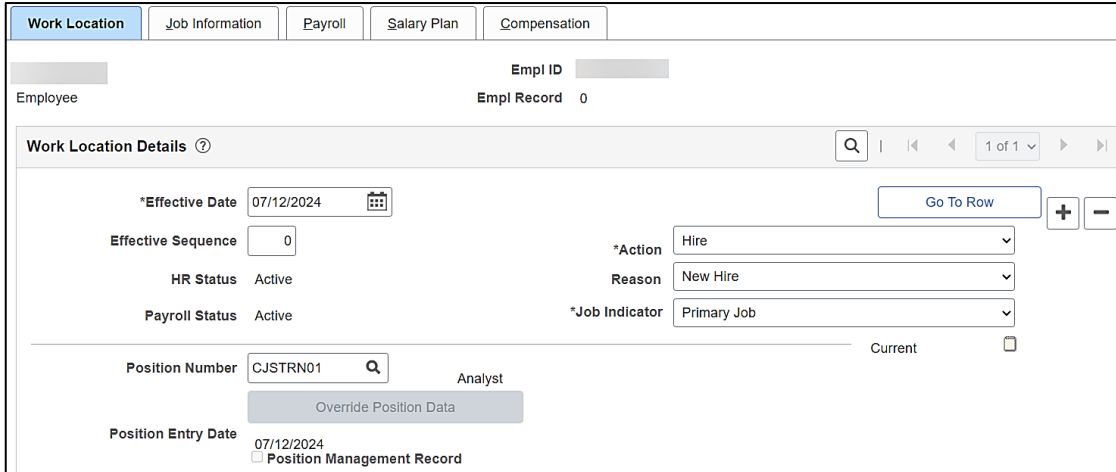
### TWFR – Reduce Hours

Step	Action
1.	Navigate to the <b>Job Data</b> page using the following path: <b>NavBar &gt; Menu &gt; Workforce Administration &gt; Job Information &gt; Job Data</b>
<p>The <b>Job Data Find an Existing Value</b> page displays.</p> <div data-bbox="269 548 1369 1182" style="border: 1px solid black; padding: 10px;"> <p><b>Job Data</b></p> <p><b>Find an Existing Value</b></p> <p>▼ <b>Search Criteria</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>🕒 <b>Recent Searches</b> <span>Choose from recent searches</span> <input type="text"/> <input type="button" value="✎"/></p> <p>🔖 <b>Saved Searches</b> <span>Choose from saved searches</span> <input type="text"/> <input type="button" value="✎"/></p> </div> <p>Empl ID <span>begins with</span> <input type="text"/></p> <p>Empl Record <span>=</span> <input type="text"/></p> <p>Name <span>begins with</span> <input type="text"/></p> <p>Last Name <span>begins with</span> <input type="text"/></p> <p>Second Last Name <span>begins with</span> <input type="text"/></p> <p>Alternate Character Name <span>begins with</span> <input type="text"/></p> <p>Middle Name <span>begins with</span> <input type="text"/></p> <p>^ <b>Show fewer options</b></p> <p><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> </div>	
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b>.</p>
2.	<p>Enter the employee’s Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div data-bbox="293 1486 992 1566" style="border: 1px solid #ccc; padding: 5px;"> <p>Empl ID <span>begins with</span> <input style="border: 2px solid red;" type="text"/></p> </div>
3.	<p>Click the <b>Include History</b> checkbox option.</p> <div data-bbox="293 1652 1008 1703" style="border: 1px solid #ccc; padding: 5px;"> <p><input type="checkbox"/> Case Sensitive <input checked="" type="checkbox"/> <b>Include History</b> <input type="checkbox"/> Correct History</p> </div>
4.	<p>Click the <b>Search</b> button.</p> <div data-bbox="293 1787 1003 1887" style="border: 1px solid #ccc; padding: 5px;"> <p><input checked="" type="button" value="Search"/> <input type="button" value="Clear"/></p> </div>



Step	Action
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The **Job Data** page for the employee displays (**Work Location** tab).



The screenshot shows the 'Work Location' tab selected. The 'Work Location Details' section displays the following information:

- \*Effective Date:** 07/12/2024
- Effective Sequence:** 0
- HR Status:** Active
- Payroll Status:** Active
- \*Action:** Hire
- Reason:** New Hire
- \*Job Indicator:** Primary Job
- Position Number:** CJSTRN01 (Analyst)
- Position Entry Date:** 07/12/2024

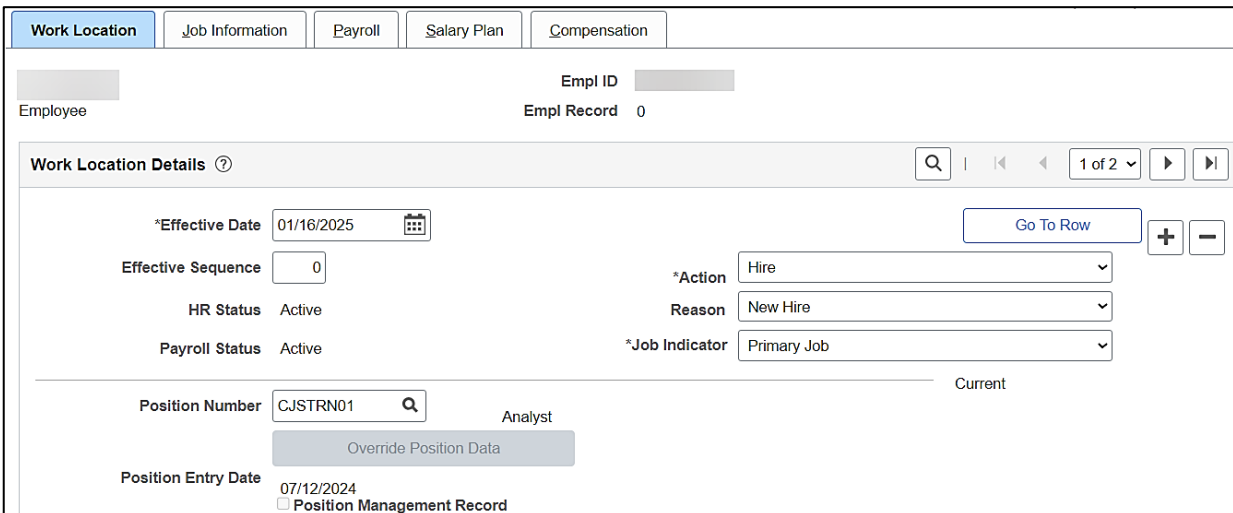
Navigation controls include a 'Go To Row' button and '+' and '-' icons. The row count is shown as '1 of 1'.

- Click the **Add a New Row** icon (+) to add a new effective dated row.



This close-up view highlights the '+' icon next to the 'Go To Row' button, which is used to add a new row. The dropdown menus for \*Action (Hire), Reason (New Hire), and \*Job Indicator (Primary Job) are also visible.

The **Job Data** page refreshes with the new effective dated row displayed.






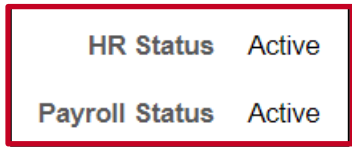
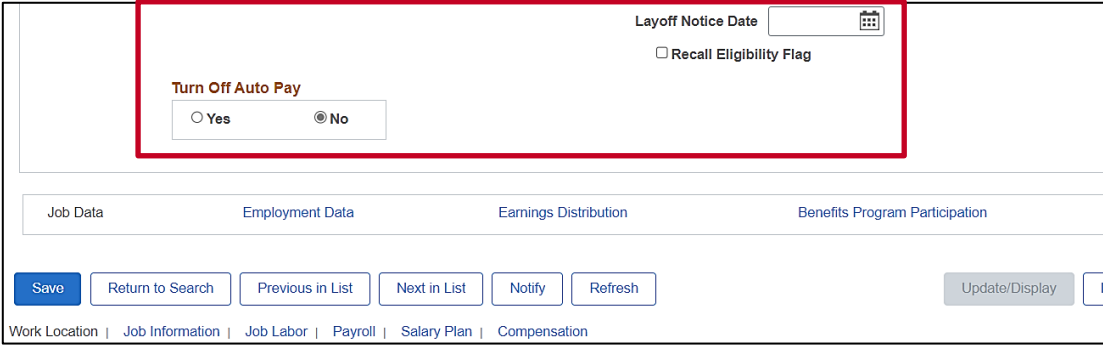

The screenshot shows the 'Work Location' tab with two rows of data. The first row is the same as in the previous screenshot. The second row has the following details:

- \*Effective Date:** 01/16/2025
- Effective Sequence:** 0
- HR Status:** Active
- Payroll Status:** Active
- \*Action:** Hire
- Reason:** New Hire
- \*Job Indicator:** Primary Job

The row count is now '1 of 2', and the '+' icon is still present.



When a new row is created, the row count increases by one and the **Effective Date** field displays the current date.

Step	Action
6.	<p>Update the effective date as needed using the <b>Effective Date Calendar</b> icon.</p> 
7.	<p>Click the <b>Action</b> dropdown button and select “Data Change”.</p> 
8.	<p>Click the <b>Reason</b> dropdown button and select “TWFR Reduce Hours”.</p> 
9.	<p>The <b>HR Status</b> and <b>Payroll Status</b> fields automatically update after the <b>Action</b> and <b>Reason</b> fields are selected. Validate that the <b>HR Status</b> and <b>Payroll Status</b> fields both display as “Active”.</p> 
10.	<p>Scroll to the bottom of the <b>Work Location</b> tab.</p> 
11.	<p>Enter or select the Layoff Notice Date as the date in which the first notice of layoff was issued to the employee using the <b>Layoff Notice Date Calendar</b> icon.</p> <p><b>Note:</b> This documents the date the initial notice was provided to the employee.</p> 



Step	Action
12.	<p>Select the <b>Recall Eligibility Flag</b> checkbox option. There are very few instances in which this checkbox is not selected.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Layoff Notice Date <input type="text" value="01/16/2025"/> </p> <p><input checked="" type="checkbox"/> Recall Eligibility Flag</p> </div>
13.	<p>Click the <b>Yes</b> radio button option within the <b>Turn Off Auto Pay</b> section.</p> <p><b>Note:</b> The employee will be paid hours due out of the SPOT tool. Work with the Payroll Administrator to calculate the compensation due the employee.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="color: red; font-weight: bold;">Turn Off Auto Pay</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> </div>
14.	<p>Click the <b>Job Information</b> tab.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p> <input type="button" value="Work Location"/> <input checked="" type="button" value="Job Information"/> <input type="button" value="Job Labor"/> <input type="button" value="Payroll"/> <input type="button" value="Salary Plan"/> <input type="button" value="Compensation"/> </p> </div>

The **Job Information** tab displays.


Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Employee
Empl ID


Empl Record 0

**Job Information Details** 1 of 2

Effective Date	01/16/2025	Action	Data Change	<a href="#">Go To Row</a>																																								
Effective Sequence	0	Reason	TWFR Reduce Hours																																									
HR Status	Active	Job Indicator	Primary Job	Current																																								
Payroll Status	Active																																											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Job Code</td> <td>92313</td> <td style="width: 30%;">Analyst</td> <td colspan="2"></td> </tr> <tr> <td>Entry Date</td> <td>07/12/2024</td> <td>SOC Code</td> <td colspan="2"></td> </tr> <tr> <td>Supervisor Level</td> <td>E</td> <td>Employee</td> <td>Supervisor Name</td> <td>CJS00164</td> </tr> <tr> <td>Reports To</td> <td>CJS00164 <a href="#">View Current Incumbents</a></td> <td colspan="3">CASA Program Coordinator</td> </tr> <tr> <td>Regular/Temporary</td> <td>Restricted</td> <td>Full/Part</td> <td colspan="2">Full-Time</td> </tr> <tr> <td>Empl Class</td> <td><input type="text" value="Classified"/></td> <td>*Officer Code</td> <td colspan="2"><input type="text" value="None"/></td> </tr> <tr> <td>Regular Shift</td> <td>Not Applicable</td> <td>Shift Rate</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td>Classified Ind</td> <td>Classified</td> <td>Shift Factor</td> <td colspan="2"><input type="text"/></td> </tr> </table>					Job Code	92313	Analyst			Entry Date	07/12/2024	SOC Code			Supervisor Level	E	Employee	Supervisor Name	CJS00164	Reports To	CJS00164 <a href="#">View Current Incumbents</a>	CASA Program Coordinator			Regular/Temporary	Restricted	Full/Part	Full-Time		Empl Class	<input type="text" value="Classified"/>	*Officer Code	<input type="text" value="None"/>		Regular Shift	Not Applicable	Shift Rate	<input type="text"/>		Classified Ind	Classified	Shift Factor	<input type="text"/>	
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<p><b>Standard Hours</b> <span style="float: right;">1 of 2</span></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Standard Hours</td> <td><input type="text" value="40.00"/></td> <td style="width: 30%;">Work Period</td> <td>W</td> <td>Weekly</td> </tr> <tr> <td>FTE</td> <td>1.000000</td> <td colspan="3"></td> </tr> <tr> <td colspan="5"> <input type="checkbox"/> Adds to FTE Actual Count?           <span style="float: right;"><input type="checkbox"/> Encumbrance Override</span> </td> </tr> </table>					Standard Hours	<input type="text" value="40.00"/>	Work Period	W	Weekly	FTE	1.000000				<input type="checkbox"/> Adds to FTE Actual Count? <span style="float: right;"><input type="checkbox"/> Encumbrance Override</span>																													
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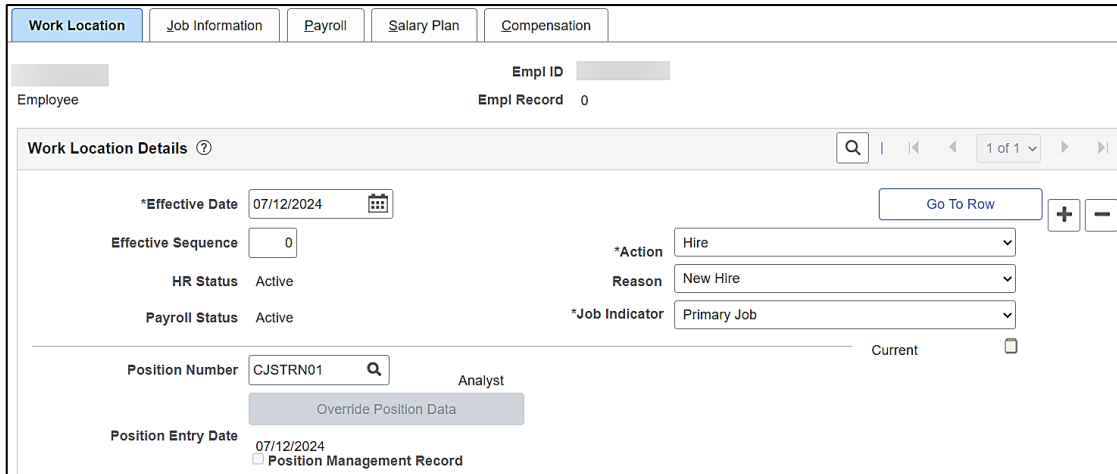
Step	Action
15.	<p>Enter the new standard hours for the employee, as defined in the TWFR Reduction Agreement, in the <b>Standard Hours</b> field and then press the <b>Tab</b> key.</p> <p><b>Note:</b> The remaining fields within the <b>Standard Hours</b> section update as applicable based on the new standard hours. Review as needed for accuracy.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <span style="border: 1px solid black; padding: 2px;">Standard Hours</span> <input style="border: 2px solid red; width: 100px; text-align: center;" type="text" value="20.00"/> </div>
16.	<p>Click the <b>Save</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 10px; background-color: #0056b3; color: white; text-align: center;">Save</div> <div style="border: 1px solid black; padding: 2px 10px; text-align: center;">Return to Search</div> <div style="border: 1px solid black; padding: 2px 10px; text-align: center;">Previous in List</div> <div style="border: 1px solid black; padding: 2px 10px; text-align: center; background-color: #cccccc;">Next in List</div> <div style="border: 1px solid black; padding: 2px 10px; text-align: center;">Notify</div> <div style="border: 1px solid black; padding: 2px 10px; text-align: center;">Refresh</div> </div> </div>
17.	<p>Run and print the <b>Employee Activity Report</b> for the employee and place the printed transaction in the employee file for future audit purposes.</p> <p>Navigate to the <b>Employee Activity Report</b> using the following path:</p> <p><b>NavBar &gt; Menu &gt; Workforce Administration &gt; Job Information &gt; Reports &gt; Employee Activity Report</b></p>
	<p>Termination of recall rights can be entered at any time during the layoff process per DHRM policy.</p>

### TWFR – Not Working

Step	Action
1.	Navigate to the <b>Job Data</b> page using the following path: <b>NavBar &gt; Menu &gt; Workforce Administration &gt; Job Information &gt; Job Data</b>
<p>The <b>Job Data Find an Existing Value</b> page displays.</p> <div data-bbox="269 548 1369 1182" style="border: 1px solid black; padding: 10px;"> <p><b>Job Data</b></p> <p><b>Find an Existing Value</b></p> <p>▼ <b>Search Criteria</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>🕒 Recent Searches <input type="text" value="Choose from recent searches"/> ✎</p> <p>🔖 Saved Searches <input type="text" value="Choose from saved searches"/> ✎</p> </div> <p>Empl ID <input type="text" value="begins with"/> <input type="text"/></p> <p>Empl Record <input type="text" value="="/> <input type="text"/></p> <p>Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Second Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Alternate Character Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Middle Name <input type="text" value="begins with"/> <input type="text"/></p> <p>^ Show fewer options</p> <p><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> </div>	
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b>.</p>
2.	<p>Enter the employee’s Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div data-bbox="293 1486 992 1566" style="border: 1px solid #ccc; padding: 5px;"> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text"/></p> </div>
3.	<p>Click the <b>Include History</b> checkbox option.</p> <div data-bbox="293 1654 1008 1703" style="border: 1px solid #ccc; padding: 5px;"> <p><input type="checkbox"/> Case Sensitive <input checked="" type="checkbox"/> <b>Include History</b> <input type="checkbox"/> Correct History</p> </div>
4.	<p>Click the <b>Search</b> button.</p> <div data-bbox="293 1787 1003 1887" style="border: 1px solid #ccc; padding: 5px;"> <p><input checked="" type="button" value="Search"/> <input type="button" value="Clear"/></p> </div>

Step	Action
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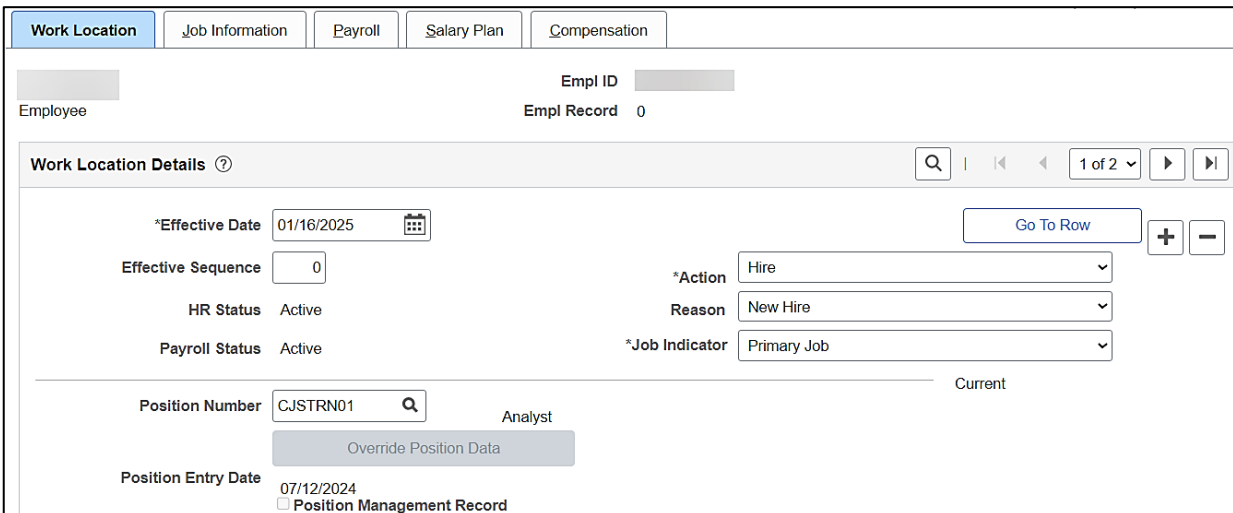
The **Job Data** page for the employee displays (**Work Location** tab).



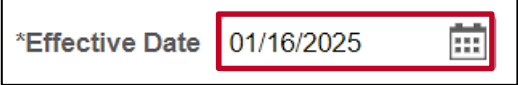

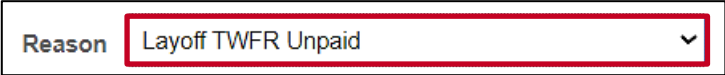

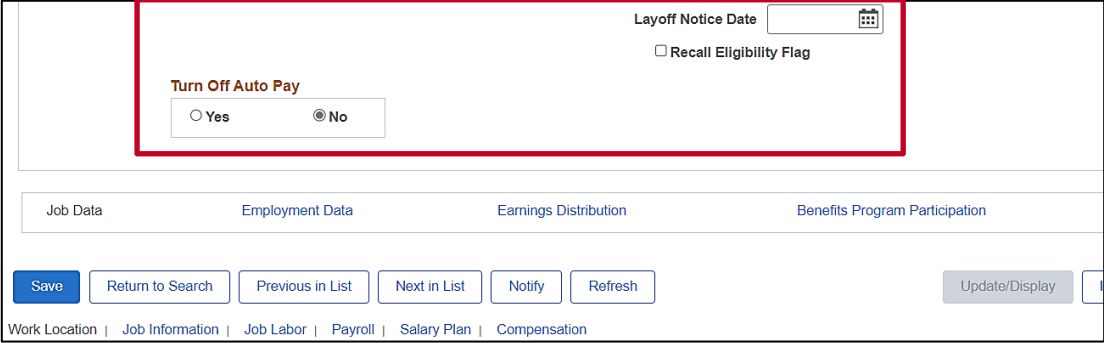

- Click the **Add a New Row** icon (+) to add a new effective dated row.



The **Job Data** page refreshes with the new effective dated row.




When a new row is created, the row count increases by one and the **Effective Date** field displays the current date.

Step	Action
6.	<p>Update the effective date as needed using the <b>Effective Date Calendar</b> icon.</p> 
7.	<p>Click the <b>Action</b> dropdown button and select "Layoff".</p> 
8.	<p>Click the <b>Reason</b> dropdown button and select "Layoff TWFR Unpaid".</p> 
9.	<p>The <b>HR Status</b> and <b>Payroll Status</b> fields automatically update after the <b>Action</b> and <b>Reason</b> fields are selected. Validate that the <b>HR Status</b> field displays as "Active" and the <b>Payroll Status</b> field displays as "Suspended".</p> 
10.	<p>Scroll to the bottom of the <b>Work Location</b> tab.</p> 
11.	<p>Enter or select the Layoff Notice Date as the date in which the first notice of layoff was issued to the employee using the <b>Layoff Notice Date Calendar</b> icon.</p> <p><b>Note:</b> This documents the date the initial notice was provided to the employee.</p> 

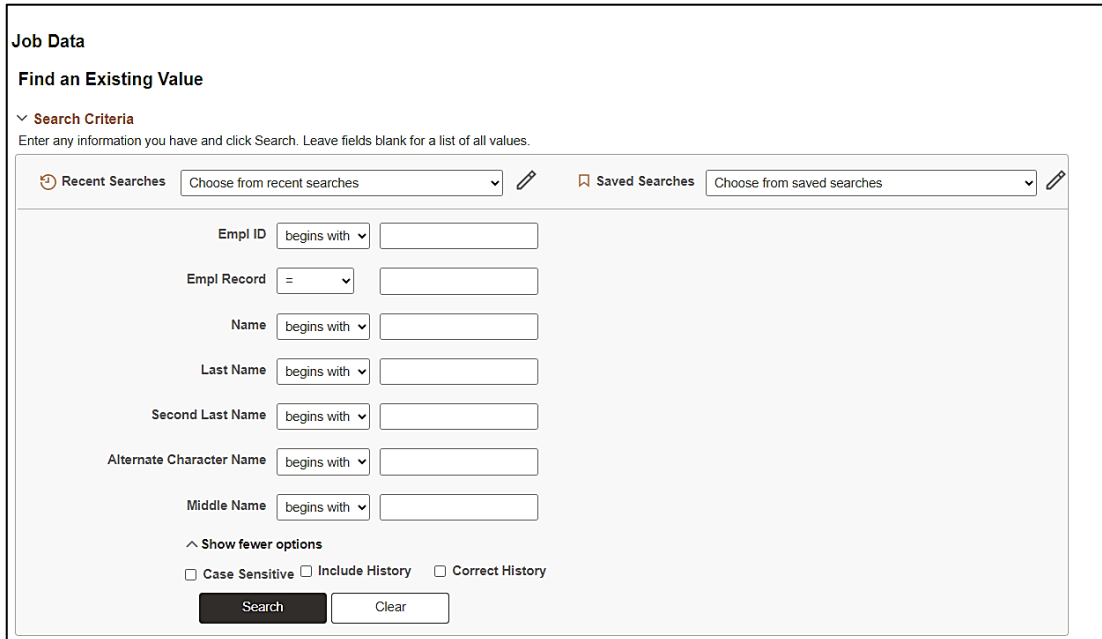
Step	Action
12.	<p>Select the <b>Recall Eligibility Flag</b> checkbox option. There are very few instances in which this checkbox is not selected.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Layoff Notice Date <input type="text" value="01/16/2025"/> </p> <p><input checked="" type="checkbox"/> <b>Recall Eligibility Flag</b></p> </div>
13.	<p>Click the <b>Yes</b> radio button option within the <b>Turn Off Auto Pay</b> section.</p> <p><b>Note:</b> The employee will be paid hours due out of the SPOT tool. Work with the Payroll Administrator to calculate the compensation due the employee.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="color: #c00000; font-weight: bold;">Turn Off Auto Pay</p> <p><input checked="" type="radio"/> <b>Yes</b>    <input type="radio"/> No</p> </div>
14.	<p>Click the <b>Save</b> button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p> <input checked="" type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> </p> </div>
15.	<p>Run and print the <b>Employee Activity Report</b> for the employee and place the printed transaction in the employee file for future audit purposes.</p> <p>Navigate to the <b>Employee Activity Report</b> using the following path:</p> <p><b>NavBar &gt; Menu &gt; Workforce Administration &gt; Job Information &gt; Reports &gt; Employee Activity Report</b></p>
	<p>Termination of recall rights can be entered at any time during the layoff process per DHRM policy.</p>



### Recall from Layoff

Step	Action
1.	Navigate to the <b>Job Data</b> page using the following path: <b>NavBar &gt; Menu &gt; Workforce Administration &gt; Job Information &gt; Job Data</b>

The **Job Data Find an Existing Value** page displays.




For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

2.	Enter the employee’s Employee ID in the <b>Empl ID</b> field. <b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.
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3.	Click the <b>Include History</b> checkbox option.
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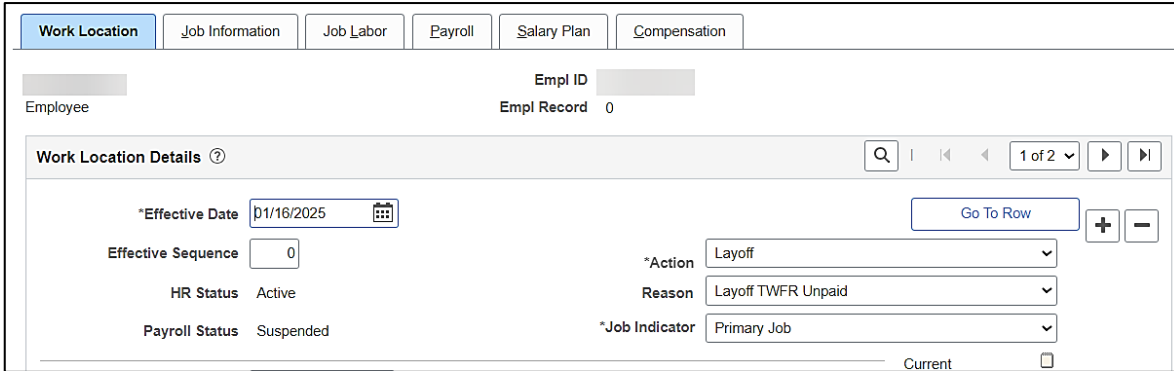


4.	Click the <b>Search</b> button.
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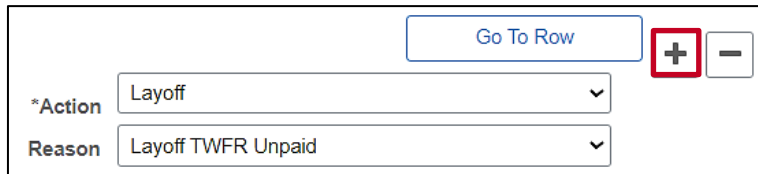


Step	Action
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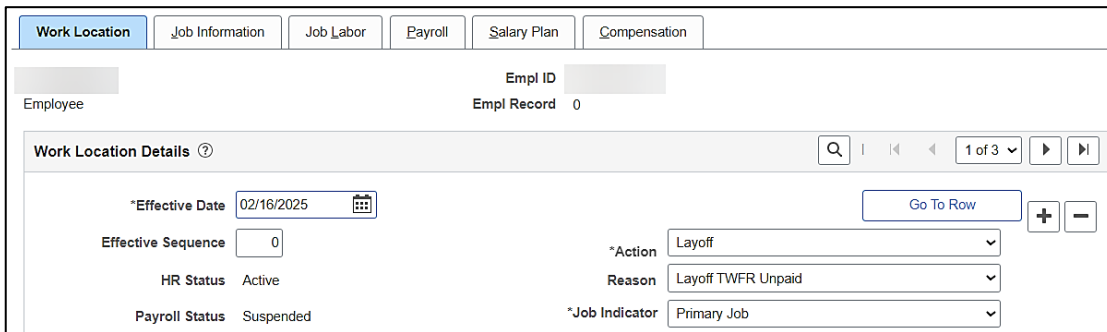
The **Job Data** page for the employee displays (**Work Location** tab).



- Click the **Add a New Row** icon (+) to add a new effective dated row.

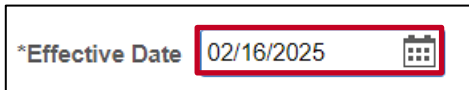


A new row is created.





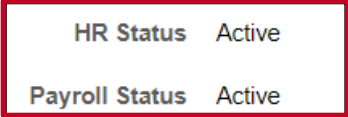

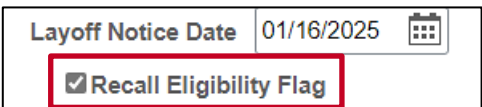
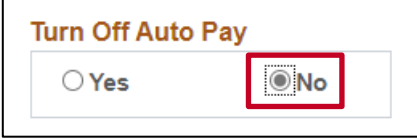


When a new row is created, the row count increases by one and the **Effective Date** field displays the current date.


- Update the **Effective Date** as needed.



- Click the **Action** dropdown button and select "Recall from Suspension/Layoff".



Step	Action
8.	<p>Click the <b>Reason</b> dropdown button and select the applicable reason. In this example, "Recall from Layoff" is selected.</p> 
9.	<p>The <b>HR Status</b> and <b>Payroll Status</b> fields automatically update after the <b>Action</b> and <b>Reason</b> fields are selected. Validate that the <b>HR Status</b> and <b>Payroll Status</b> fields both display as "Active".</p> 
10.	<p>Delete the date entered within the <b>Layoff Notice Date</b> field.</p> 
11.	<p>De-select the <b>Recall Eligibility Flag</b> checkbox option.</p> 
12.	<p>Click the <b>No</b> radio button option within the <b>Turn Off Auto Pay</b> section if the <b>Yes</b> radio button option was previously selected during the TWFR Reduced Hours or TWFR Unpaid process.</p> <p><b>Note:</b> The employee will be paid hours due out of the SPOT tool. Work with the Payroll Administrator to calculate the compensation due the employee.</p> 
13.	<p>Click the <b>Save</b> button.</p> 
15.	<p>Run and print the <b>Employee Activity Report</b> for the employee and place the printed transaction in the employee file for future audit purposes.</p> <p>Navigate to the <b>Employee Activity Report</b> using the following path:</p> <p><b>NavBar &gt; Menu &gt; Workforce Administration &gt; Job Information &gt; Reports &gt; Employee Activity Report</b></p>

Step	Action
	Termination of recall rights can be entered at any time during the layoff process, per DHRM policy.