



Overview of Effective Dating

Effective dating enables the ability to keep historical, current, and future-dated information and provides the ability to update existing information without losing or overwriting the data already in Cardinal.

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Revision History

Revision Date	Summary of Changes
1/16/2025	Baseline

Overview of Effective Dating

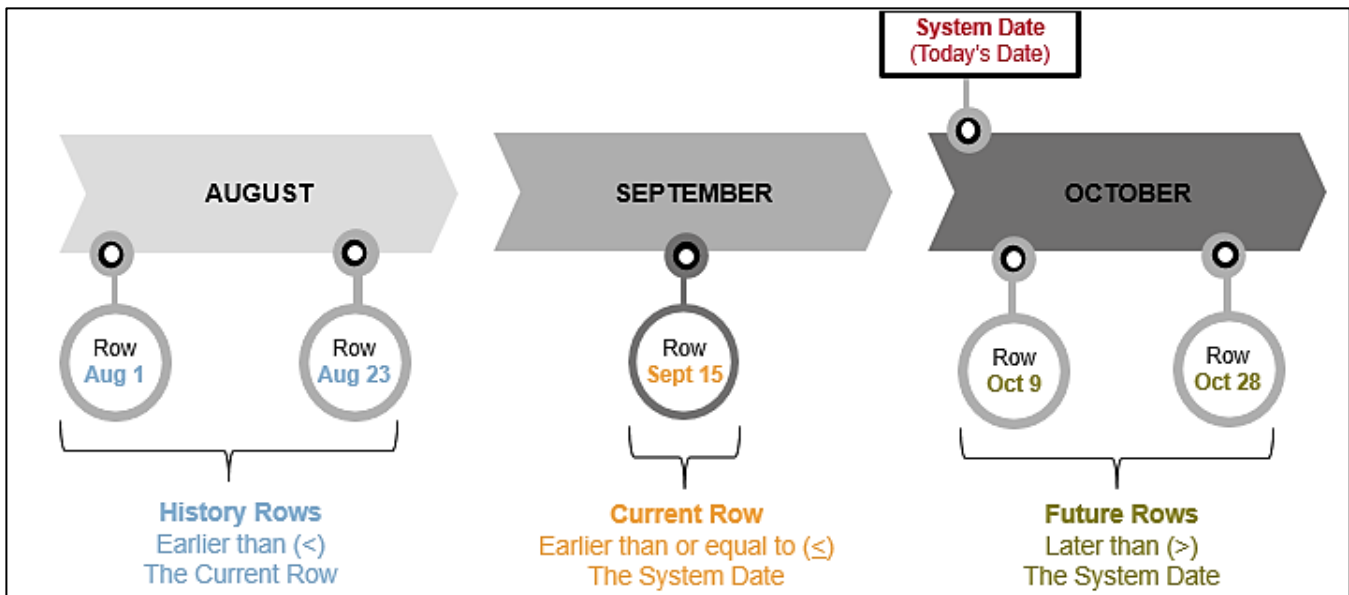
It is imperative to retain existing data in the database when entering new information related to existing data, (e.g., incumbent position transfer, pay rate change). To retain history, insert an effective date, which is a data row identified by a date that indicates when the new information goes into effect.

Effective dating provides the ability to store historical, current, and future-dated information and the ability to update existing information without losing or overwriting the data already in Cardinal.

The following table provides high-level overview information for each type of effective dating row:

Types of Effective Dated Rows	Criteria	Number of Rows Allowed	View Access	Update Access	Insert Access
History	Effective Date < Effective Date of the Current Row	Zero to Many	Yes	No	No
Current	Effective Date ≤ Today's Date	One	Yes	No	Yes
Future	Effective Date > Today's Date	Zero to Many	Yes	Yes	Yes

The following diagram displays an example of history, current, and future effective dates:




Tips: Multiple actions with the same effective date on the employee's job record are handled by using the effective sequence field found on the **Work Location** tab on the **Job Data** page to differentiate actions with the same effective date. The record row with the lowest number becomes a historical row of data when a new sequence is added.

Example of how the Personal Record and the Job Record Effective Dates impact each other:

Step	Action
	<p>The effective date of the hire on the Job Record cannot occur earlier than the effective date on the Personal Data Record.</p> <p>Note: In this example, the Personal Data Effective Date is 07/01/2024.</p> <div data-bbox="293 516 1469 905" style="border: 1px solid black; padding: 5px;"> <p>Biographical Details Contact Information Regional VA Person Info</p> <p>Person ID [REDACTED]</p> <p>Name [REDACTED] 1 of 1 View All</p> <p>Effective Date 07/01/2024</p> <p>Format Type English</p> <p>Display Name [REDACTED] View Name</p> </div> <p>Note: In this example, the Job Record Effective Date of Hire is 07/01/2024. The Job Record Effective Date must occur on or later than the date of the Personal Data Effective Date.</p> <div data-bbox="293 1010 1469 1234" style="border: 1px solid black; padding: 5px;"> <p>Work Location Details ② 2 of 2</p> <p>*Effective Date 07/01/2024</p> <p>Effective Sequence 0</p> <p>HR Status Active</p> <p>Payroll Status Active</p> <p>*Action Hire</p> <p>Reason New Hire</p> <p>*Job Indicator Primary Job</p> </div> <p>Note: The effective date of any Job Record modifications must occur on or later than the effective date of the current Job Record Effective Date. Contact DHRM if there is a requirement to insert a transaction prior to the current Job Record Effective Date.</p> <div data-bbox="293 1373 1469 1598" style="border: 1px solid black; padding: 5px;"> <p>Work Location Details ② 1 of 2</p> <p>*Effective Date 01/16/2025</p> <p>Effective Sequence 0</p> <p>HR Status Active</p> <p>Payroll Status Active</p> <p>*Action Pay Rate Change</p> <p>Reason Competitive Salary Offer</p> <p>*Job Indicator Primary Job</p> </div>

Example of how the Position and Job Record Effective Dates impact each other:

Step	Action
	<p>In this example, the Position Effective Date is 06/01/2024.</p> <div data-bbox="293 443 1474 730" style="border: 1px solid black; padding: 5px;"> <p>Position Number CJS00500 Headcount Status Filled Current Head Count 1 of 1</p> <hr/> <p>Effective Date 06/01/2024</p> <p>Effective Sequence 0</p> <p>Reason NEW New Position Approval Status Approved</p> <p>Review Date Position Months 12.00 Stmt of Economic Interest Req'd No VPA Covered Yes</p> </div> <p>Note: The incumbent employee's Job Data Effective Date must be on or later than the Position Effective Date.</p> <div data-bbox="293 835 1474 1234" style="border: 1px solid black; padding: 5px;"> <p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p> <p>Empl ID [redacted] Employee [redacted] Empl Record 0</p> <p>Work Location Details ?</p> <p>Effective Date 01/16/2025</p> <p>Effective Sequence 0</p> <p>HR Status Active</p> <p>Payroll Status Active</p> <p>*Action Data Change Reason Data Change *Job Indicator Primary Job</p> <p>Position Number CJS00500 Prog Admin Specialist II</p> </div>

Example of how the Personal, Job, and Benefit Record Effective Dates impact each other:

Step	Action
	<p>The current active row on the effective dated tables is the row with the most recent effective date less than or equal to the current date.</p> <ul style="list-style-type: none"> Agencies must submit a help desk ticket to the Cardinal Post Production Support (PPS) team to update current rows and history rows. Agencies can enter new rows with effective dates greater than the most current row, including future-dated rows. <p>Note: In this example, the Personal Data Effective Date is 07/01/2024.</p> <div data-bbox="293 663 1455 1052" style="border: 1px solid black; padding: 5px;"> <p>Biographical Details Contact Information Regional VA Person Info</p> <p>Person ID [REDACTED]</p> <p>Name [REDACTED] 1 of 1 View All</p> <p>Effective Date 07/01/2024</p> <p>Format Type English</p> <p>Display Name [REDACTED] View Name</p> </div> <p>Note: In this example, the Job Record Effective Date of Hire is 07/01/2024. The Job Record Effective Date must occur on or later than the date of the Personal Data Effective Date.</p> <div data-bbox="293 1157 1455 1556" style="border: 1px solid black; padding: 5px;"> <p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p> <p>Empl ID [REDACTED]</p> <p>Employee [REDACTED] Empl Record 0</p> <p>Work Location Details [REDACTED] 2 of 2 View All</p> <p>*Effective Date 07/01/2024</p> <p>Effective Sequence 0</p> <p>HR Status Active</p> <p>Payroll Status Active</p> <p>*Action Hire</p> <p>Reason New Hire</p> <p>*Job Indicator Primary Job</p> <p>Position Number CJS00500 Prog Admin Specialist II</p> </div> <p>Note: In this example, the Benefit Program Participation Effective Date is 07/01/2024. The Benefit Program Participation Effective Date must occur on or later than the Job Record Effective Date of Hire.</p> <div data-bbox="293 1696 1455 1843" style="border: 1px solid black; padding: 5px;"> <p>Benefit Program Participation Details [REDACTED] 1 of 1 View All</p> <p>Effective Date 07/01/2024</p> <p>Benefit Program SAL</p> <p>Currency Code USD</p> <p>Salaried Employee Benefit Pgm</p> </div>

