

Interface Administration Overview

This Job Aid provides information about the Employee Data Upload and Position Data Upload processes in Cardinal. It also provides common error messages from these uploads and their explanations.

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Revision History

Revision Date	Summary of Changes
TBD	Updated the screenshots of the Search pages (<u>Section 3</u> , after Step 1; <u>Section 9</u> , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.



Overview of Employee Data Upload Processing Rules

For agencies that opt to use agency-based HR systems, the HR003 Employee Data Upload interface enables Cardinal to receive daily files containing additions and changes to employee (salary and wage) personal and job data. Upon reception, Cardinal applies necessary updates to job data and employee tables.

These processes support the following scenarios:

- 1. New hires and rehires
- 2. Personal data update
- 3. Job data update
- 4. Intra-Transfers from one position to another
- 5. Inter-Transfers from one agency (company) to another
- 6. Termination
- 7. Establish and maintain Additional Pay for Temporary Pay or Military Pay
- 8. Enrollment into Absence Management
- 9. Enrollment to Benefits

Employee Data Upload files are processed through the following steps:

- 1. The agency sends personal and job data using a Cardinal flat file template posted on the secure Cardinal servers for processing (external system files should be placed in the Cardinal FTP server folder). Multiple files can be sent
- 2. The program loads data from the file(s) to a Cardinal Staging record, and transactions are processed in order of effective date
 - a. Transactions effective dated greater than one (1) day in the future are rejected for all Business Units other than VRSRT. (e.g., A transaction with an effective date of 3/4/2021 would be accepted in a file processed on 3/3/2021, but a transaction with an effective date of 3/5/2021 would be rejected and written to the error record). Rejected transactions are included on the error record
 - b. Future effective dated transactions are only accepted from Business Unit VRSRT
 - c. If multiple data change actions (i.e., Cardinal Action = DTA) occur for an employee with the same effective date, only the first row is processed, and all other rows are rejected
 - d. Cardinal will assign a new Employee ID to each new hire in the uploaded file
 - e. If the **Action** field is populated with "**Rehire**", but Cardinal does not have an existing record for that employee, the interface automatically adjusts the **Action** field to "**Hire**" and **Reason** field to "**New Hire**"

Note: The interface also populates a warning message of: "Received rehire request for an employee who was not in Cardinal."

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- 3. Rows that fail validation rules are written to the error table and are not loaded into Cardinal.
- 4. The upload program will assign default values as listed below for new hires while uploading Job Data:
 - a. The **Holiday Schedule** field assigns to the default Holiday Schedule associated with the Employee's Pay Group/Company combination
 - b. The **Absence System** field defaults to the Absence System associated with the Company value
 - c. The **Use Paygroup Eligibility** checkbox is always de-selected
 - d. The **Absence Paygroup** field assigns to the default selection based on a mapping table
 - e. The **Compensation Frequency** field defaults based upon the entry in the Paygroup.
- 5. All invalid rows are loaded into the error table and error log.

Note: Agencies should monitor their file server folder and review error reports to identify if the file submitted to Cardinal is rejected due to file level errors. Agencies should immediately transmit the corrected file. If the inbound employee file is accepted by Cardinal but has transaction level errors, all errors should be immediately corrected by the agencies. Cardinal will process the corrected file in the next nightly batch. Errors not addressed by the payroll processing deadlines may impact employee pay and earnings distribution.



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Employee Data Upload Error Processing

There are two different rejection error levels for the **Employee Data Upload** program:

- 1. **File Level Error:** A file level error will occur if the file does not meet the file layout or other file requirements (e.g., corrupted file or invalid file name). If a file level error occurs, none of the transaction data in the file is uploaded into Cardinal. The file must be corrected by the agency and re-sent to Cardinal for processing.
- 2. Transaction Level Error: A transaction level error occurs if the file is successfully processed by Cardinal (no file level errors exist), but individual transactions contain invalid values or do not meet interfacing position reporting requirements for the employee or agency (e.g., missing required fields for a transaction). If a transaction level error occurs, only the transaction(s) with errors are rejected and all other transactions in the file are uploaded to Cardinal. The errored transaction(s) should be corrected in the agency source system and re-sent to Cardinal or corrected manually in Cardinal by the HR Administrator.
 - a. **Warnings:** The **Employee Data Upload** also contains warnings. Warnings indicate that the transaction loaded, but additional follow-up may be needed. They can also indicate that the interface loaded a value different from what was specified in the file (e.g., the file left a field blank, and Cardinal loaded a default value). Agencies should follow up on warnings and determine if any actions are needed.



Employee Data Upload Error Report

The VHRR006 Employee Data Upload Error Report can be viewed for a file after the daily batch process has run to completion. The batch process posts the report to the Report Manager in Cardinal within the agency specific folder and to the file server for the agencies to retrieve automatically outside of Cardinal. Reports are available in the Report Manager for 30 calendar days and on the file server for seven days.

The Reports Manager is available via the following navigation:

NavBar > Menu > Reporting Tools > Report Manager

The error report can be regenerated at any time by end users. The report should be reviewed by the agency daily or based on the frequency the agency sends files. There are 2 options to generate this report manually:

Option 1: Run a standard **Employee Data Upload Error Report** - the output format is automatically generated by the system in a PDF format.

Option 2: Run the <u>V_HR_Employee_Upload_Error Query</u> - the output can be downloaded into an Excel/CSV format to enable data manipulation.



Option 1: The **Employee Data Upload Error Report** can be generated manually in a PDF format by completing the following steps:

Step	Action			
1.	Navigate to the Employee Data Upload Error Report page using the following path:			
NavBar > Menu > Workforce Administration > Job Information > Reports Data Upload Error Rpt				
e Emj	bloyee Data Upload Error Rpt Find an Existing Value page displays.			
	← Cardinal Homepage Employee Data Upload Error Rpt			
E	mployee Data Upload Error Rpt			
	Find an Existing Value			
	Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.			
	🕑 Recent Searches Choose from recent searches 🗸 🧨 📮 Saved Searches Choose from saved searches 🗸 🆉			
-	Search by: Run Control ID begins with			
	~ Show more options			
	Search Clear			
i	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .			
	Website in ees Alde ander Eeaning.			
2.	Enter the Run Control ID in the Run Control ID field.			
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2.	Enter the Run Control ID in the Run Control ID field. Note : If the user has never generated this report before, click the Add a New Value butt to set one up. For further information on adding a Run Control ID, see the WBT titled NAV225_Cardinal Reporting (HCM) . This WBT can be found on the Cardinal website i			
2. 3.	Enter the Run Control ID in the Run Control ID field. Note : If the user has never generated this report before, click the Add a New Value butt to set one up. For further information on adding a Run Control ID, see the WBT titled NAV225_Cardinal Reporting (HCM) . This WBT can be found on the Cardinal website in Web-Based Training (HCM) under Learning .			



Step	Action			
The Employee Data Upload Error Report page displays.				
	Employee Data Upload Error Rpt			
	Run Control ID V_HR Report Manager Process Monitor Run			
	Date Range File Parameters			
	*From Date To Date Output to File Server			
	Business Unit Selection			
	*Tree Name *How Specified Selected Detail Values ~			
	Select Value Description			
	Save Return to Search Notify Add Update/Display			
4.	Enter the date range for when you want to run the report in the Date Range fields. This can be one day or several days based upon the date the files were uploaded.			
	Date Range			
	*From Date To Date			
5.	In the *How Specified field, select "Detail – Selected Parents".			
	*How Specified Detail - Selected Parents			
	now specified			
6.	In the *Tree Name field, select "BU_HR003_EXT".			
	*Tree Name BU_HR003_EXT Q			
7.	In the Tree Node Selector , click the Tree icon.			
	Tree Node Selector			



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Step	Action
8.	Click the Folder icon to expand the folder.
	Tree Node Selector
	🙅 👳
	First Previous Next Last Left Right
	BU_HR003_EXT - Demographics Upload
The folde	r expands to list the business units (BU_HR003_EXT – Demographics Upload).

		Tree Node Selector		
		🛖 👳		
		First Previous Next Last Left Right		
		BU HR003 EXT - Demographics Upload • 26100 • 15800 • 17100 • 21500 • 21700 • 24200 • 20400 • 20400 • 20100 • 20800 • 21100 • 23600 • 23600 • 24700 • 24700 • 2800 • 2800 • 2100 • 2800 • 2800 • 2800 • 2800 • 2800 • 2800 • 2800 • 2800 • 2800 • 2800 • 2800 • 2800 • 2800 • 2800 • 2800 • 2800		
9.	Select the submi	tting agency/agencies.		
	Note : In this example, "60100" is selected.			
	 20400 20700 20800 21600 22100 23600 24700 24700 24700 VRSR1 			
	The *Select Valu field.	ue and Description is automatically populated in the Select Values/Nodes		
A	Select Values/No	des		
	Select Value	Description		
	60100	Department of Health		



Step	Action
10.	Click the Run button to run the report.
	Report Manager Process Monitor Run
The Proce	ess Scheduler Request page displays in a pop-up window.
	Process Scheduler Request ×
	Help User ID V_TRN_HR35101 Run Control ID V_HR
	Server Name V Run Date 02/10/2025
	Recurrence Num Run Time 11:00:10AM Reset to Current Date/Time Time Zone Q
	Select Description Process Name Process Type *Type *Format Distribution
	Select Distribution Image: Select Distribution Image: Select Distribution Image: Select Distribution Image: Select Distribution
	OK Cancel
11.	Click the OK button to send the report to the Process Scheduler.
The Empl	oyee Data Upload Error Report page refreshes and displays the Process Instance number.
	Employee Data Upload Error Rpt
	Run Control ID V_HR Report Manager Process Monitor Process Instance:3418956
	Date Range File Parameters
	*From Date 02/10/2024 iii *To Date 02/10/2025 iii Output to File Server
	Business Unit Selection
	*Tree Name BU_HR003_EXT Q *How Specified Detail - Selected Parents ~
	Tree Node Selector Select Values/Nodes
	Select Value Description 60100 Department of Health



Step	Action
12.	Click the Process Monitor link to view the report.
	Report Manager Process Monitor Process Instance:3418953
The Proce	ess List page displays.
	Process List Server List
l	View Process Request For
	User ID Type Last Instance From Instance To Clear Run Status Distribution Status Isave On Refresh Report Manager Reset Reset
	▼ Process List IFF Q I 1-3 of 3 → I View All
	Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Status Details Actions
	3418956 SQR Report VHRR005 02/10/2025 4:45:51PM EST Success Posted Details ▼Actions
13.	Once the report generates a Run Status of "Success" and a Distribution Status of "Posted", click on the Details link.
The Proce	ess Detail page displays in a pop-up window.
	Process Detail ×
	Help Process
	Instance 3418953 Type SQR Report Name VHRR005 Description Employee Data Upload Error Rpt Run Status Success Distribution Status Posted
	Run Update Process Run Control ID V_HR Hold Request Queue Request Queue Request
	Location Server © Cancel Request Server PSUNX1 © Delete Request Recurrence © Re-send Content © Restart Request
	Date/Time Actions
	Request Created On02/10/2025 11:07:28AM ESTParametersTransferRun Anytime After02/10/2025 11:07:25AM ESTMessage LogBegan Process At02/10/2025 11:07:32AM ESTBatch TimingsEnded Process At02/10/2025 11:07:33AM ESTView Log/Trace
	OK Cancel



Step	Action
i	If you do not see a Run Status of "Success" and a Distribution Status of "Posted", click on the Refresh button.
14.	Click the View Log/Trace link.
	Date/Time Actions
	Request Created On02/10/2025 11:07:28AM ESTParametersTransferRun Anytime After02/10/2025 11:07:25AM ESTMessage LogBegan Process At02/10/2025 11:07:32AM ESTBatch TimingsEnded Process At02/10/2025 11:07:33AM ESTView Log/Trace

The View Log/Trace page displays in a pop-up window.

	View Log/Trace ×			×	
	Report			Help	
	Report ID 2604780 Name VHRR005 Run Status Success	Process Instance 3418 Process Type SQR			
	Employee Data Upload Error Rpt Distribution Details				
	Distribution Node hrtm	Expiration Date	03/12/2025		
	File List Name	File Size (bytes	Datetime Created		
	15100_HR005_021020251107Profile.pdf	32,229	02/10/2025 11:07:33.131209AM EST		
	SQR_VHRR005_3418953.log	2,145	02/10/2025 11:07:33.131209AM EST		
	vhrr005_3418953.out	318	02/10/2025 11:07:33.131209AM EST		
	Distribution ID Type	Distribution ID			
	User Return	V_TRN_HR35101			
15. Click th	e PDF link to view th	e report.			
File List Name		File Size (bytes) Dat	etime Created		
15100_HR	005_021020251107Profile.pdf	32,229 02/1	0/2025 11:07:33.131209AM EST		
	SQR_VHRR005_3418953.log				
SQR_VHR	R005_3418953.log	2,145 02/1	0/2025 11:07:33.131209AM EST		



Employee Upload Error Query

Option 2: The V_HR_EMPLOYEE_UPLOAD_ERROR Query can be generated manually by completing the following steps:

Step	Action
1.	Navigate to the Query Viewer page using the following path:
	NavBar > Menu > Reporting Tools > Query > Query Viewer
The Quer	y Viewer Search page displays.
	Cardinal Homepage Query Viewer
	Query Viewer
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	*Search By Query Name begins with
	Search Advanced Search
2.	Enter the Query Name "V_HR_EMPLOYEE_UPLOAD_ERROR" in the begins with field.
	Query Viewer
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	*Search By Query Name begins with V_HR_EMPLOYEE_UPLOAD_ERROR
	Search Advanced Search
3.	Click the Search button.
	Search Advanced Search
The Quer	y View Search Results page displays (V_HR_EMPLOYEE_UPLOAD_ERROR query).
	Query Viewer Enter any information you have and click Search. Leave fields blank for a list of all values.
	*Search By Query Name v begins with V_HR_EMPLOYEE_UPLOAD_ERROR Search Advanced Search
	Search Results
	*Folder View All Folders – •
	Query IB Q III III III IIII
	Query Name Description Owner Folder Run to HTML Run to Excel Schedule Definitional References Add to Favorites
	V_HR_EMPLOYEE_UPLOAD_ERROR Employee Data Upload Error Public HTML Excel XML Schedule Lookup References Favorite



Step	Action
4.	Select the desired format of the output. Note: "Run to HTML" will provide the options to download to Excel or a CSV format. Run to Run to Run to Schedule Definitional References Add to HTML Excel XML Schedule Lookup References Favorites
5.	Enter or select the Business Unit of the submitting Agency. Note: Only Enter the Company (Blank for All) if multiple agencies are submitted in one file and only that one company/agency is desired in the results $V_{HR}_{EMPLOYEE}_{UPLOAD}_{ERROR} - Employee Data Upload Error$ $Business Unit Q Blank for All Q Blank for All D Blank fo$
6.	Enter the Date From and Date To for the dates the files were processed in Cardinal.
7.	Click the View Results to run the query.



Action							
If running to Excel, a popup window will be displayed to determine where the file will be generated and the name of the file. The file will be available in the folder and name requested. Navigate to that folder and open the file for review.							
Save As							
← → ~ ↑ 🔄 > Chad - Commonwealth of Virginia > Documents > Error Reports ~ C Search Error Reports p							
Organize 🗸 New folder 🗮 👻 😗							
✓ ▲ Chad - Commo Name Status Date modified Type							
> Carl Apps No items match your search.							
> Table Attachments							
> 🛄 Desktop							
Microsoft Tear Pictures							
> Pictures							
File name: V_HR_EMPLOYEE_UPLOAD_ERROR_696750448.xlsx ~							
Save as type: Microsoft Excel Worksheet (*.xlsx)							
Hide Folders Save Cancel							



Employee Data Upload – Common File Errors

Error	Explanation
Agency XXXXX filename sent has already been processed by Cardinal.	Reject file when File Name has already been processed based on the interface file tracker record already knowing the filename.
The control record file name <filename1> does not match the Agency file name <filename2>.</filename2></filename1>	Reject file when File Name in Header record (Record Type 000) does not match File Name being processed.
BU <xxxxx> in the control record is not a submitting BU.</xxxxx>	The business unit specified in the control record is not a valid interfacing business unit.
Agency XXXXX Upload file received with no control record.	The control record is missing from the file.
The total number of rows <x> in the file does not match the row count <y> given in trailer row.</y></x>	The actual number of rows in the file does not match the ROW_COUNT given in the Trailer record (Record Type 999).
The total transaction <x> in the file does not match transaction count <y> given in the trailer row.</y></x>	The actual number of detail rows in the file doesn't match the V_COUNT1 given in the Trailer record (Record Type 999).
Agency XXXXX Upload file is blank.	The upload file does not contain any records for Cardinal to process.



Employee Data Upload – Common Transaction Errors

Error	Explanation/Resolution Steps
Invalid Action Reason Code, Transaction was Rejected.	The action/action-reason combination sent for the employee was invalid. Refer to the HR351_Action Reason Codes job aid for valid combinations.
Data is missing in <fieldname> which is required field. Transaction was rejected.</fieldname>	A required field was missing from the transaction. Refer to the HR003 File Layout for required fields.
Invalid Paygroup on file.	The value specified for Paygroup is not a valid value.
A Personal email is required field for Employee Provided Email for employee.	If V_EMAIL_OPTION=P, then EMAIL_ADDR2 (Personal email) is required.
A Business email is required field for Agency Provided Email for employee.	If V_EMAIL_OPTION=A, then EMAIL_ADDR (Business email) is required.
Position Number on file is not in Cardinal. Transaction was rejected.	The position number specified for the employee in the transaction does not exist in Cardinal. The employee's job record contains what position they are assigned in Cardinal.
Compensation Rate Changes are not allowed for the Action you have chosen.	Compensation rate changes are only allowed for certain action/reason combinations, such as HIR, REH, PAY, and certain XFR actions. If the compensation in the file is different than the compensation in Cardinal, HR003 will read it as an update.
EMPLID/SSN does not match. Only DHRM can change SSN. Transaction Rejected.	The EMPLID/SSN combination in HR003 should match what is in Cardinal. The combination can be found on the Modify a Person page.
Unable to process new hire due to missing required fields. Transaction was rejected.	There are required fields for new hires, whether they are completed via the interface or online. Refer to the HR003 File Layout for a new hire's required fields.
Employee does not have a Job record in Cardinal for the Position Number in the file. Transaction was rejected.	The employee and the specified position number exist in Cardinal, but the employee is linked to a different position number than the one specified in the file. Refer to the employee's job record to determine which position they are occupying.
Invalid date format.	Dates should be formatted MM/DD/YYYY.
EFFDT in file is lesser than Max EFFDT of EMPLID in Cardinal. Transaction Rejected.	The effective date of the transaction cannot be less than the top row of the employee's record. Adjust the effective date of either the transaction or the employee record.
National ID <ssn> is already used for employee <emplid>.</emplid></ssn>	The social security number specified in the transaction is already in use for another employee.



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This email address already exists in the system. Please enter a different one.	The email address specified in the transaction is already in use for another employee.
Multiple Ethnic Groups with the same values on file. Transaction Rejected.	There are three ETHNIC_GROUP fields on HR003; they should only be used when an employee has multiple distinct ethnic groups and should not all be populated with the same value. This error occurs if the same value is in multiple ethnic group fields.
Incorrect Paygroup and Empl Type combination found in the interface file.	The paygroup and employee type found in the transaction are not compatible (i.e., an hourly employee with a SM1 paygroup).
Row cannot be inserted because employee is already active. Action XXX for effective date YYYY-MM-DD cannot be added. Transaction rejected.	The action specified cannot be added to an employee who is already active. Refer to the HR351_Action Reason Codes job aid to determine which actions can be used with active employees. This Job Aid is located on the Cardinal website in Job Aids under Learning .
Row could not be inserted because employee is inactive. Action XXX for effective date YYYY-MM-DD could not be added.	The action specified cannot be added to an employee who is inactive. Refer to the HR351_Action Reason Codes job aid to determine which actions can be used with inactive employees. This Job Aid is located on the Cardinal website in Job Aids under Learning .
Effective date in file is different/same from Cardinal but the values on file are same as in Cardinal: Transaction not loaded.	The data in the file is the same as already exists in Cardinal. The effective date could be the same or different.
Employee ID on file is not in Cardinal.	The Employee ID provided in the file is not in Cardinal.
Position Number not matching with the Employee. Transaction rejected.	The Employee is not currently in the position number that was specified in the file.





Position Data Upload Process

Cardinal is used for full position management, and each employee fills at least one position. Positions, whether vacant or filled, are required, and tracked in Cardinal HCM.

Positions are created before an employee is hired. Details are also changed at the position level before they are applied to the Employee Job Data Record. Positions can be inactivated, but not deleted, in Cardinal.

The Commonwealth of Virginia (COVA) is required to establish default funding for all agency departments and active positions, (filled and vacant), within the departments. Position level default funding and department level default funding are established on the Department Budget tables. Default funding distributions are used to record payroll costs when detailed ChartField distributions are not provided on the employee timesheet.

The HR006 Position Data Upload interface is used by interfacing agencies to upload new positions, update existing positions, add new position default funding distributions, and/or update existing position default funding distributions from agency HR systems into Cardinal HCM.

Position data and position default funding distribution updates provided by interfacing agencies via the interface require the same policy and data edits that are applied when individual transactions are keyed online.

Description:

The Position Data Upload is processed through the following steps:

- 1. The agency sends position and default funding distribution data using a Cardinal flat file template posted on the secure Cardinal servers for processing (external system files should be placed in the Cardinal FTP server folder)
- 2. The Interface program receives one daily inbound file for each interfacing agencies that includes hourly and/or salary position data as well as position default funding distributions, if applicable
- 3. The upload process first checks for file level errors. The file stops processing and writes an error message to the error table if any file lever error occurs
- 4. The Interface rejects all transactions with an effective date prior to the current row
- 5. The position default funding distributions may contain multiple rows for each position and effective date combination, but the cumulative distribution percent for all associated rows much equal 100%
- 6. Newly created and reactivated positions can be submitted via the interface and must exist in Cardinal HCM prior to establishing the position default funding distribution. A single upload file can include a new position and default funding for that new position. Cardinal will upload the position data first and then the position default funding data. All associated default funding distributions are rejected if a new or reactivated position does not properly load first
- 7. The application engine validates the transactions in the staging table to identify any data issues prior to loading the position data into Cardinal HCM. The application engine specifically validates the **Business Unit**, **Company**, **Position Number**, **Effective Date**, **Action**, **Action/Reason**, **Job Code**, **Department ID**, **Reports To**, **Supervisor Position**, **FLSA Status**, **STD Hours**, and



Location fields and writes an error message, rejects the file, inputs a default value, and/or issues a warning message, as applicable

- 8. The application engine validates the transactions to identify any data issues prior to loading the position default funding distributions into Cardinal HCM. The application engine specifically validates the Business Unit, Position Number, Department ID, Fiscal Year, Effective Date, Fund Code, Program, Department-ChartField, and Cost Center fields and writes an error message, rejects the file, inputs a default value, and/or issues a warning message, as applicable
- 9. The application engine validates the Chartfield combination and rejects invalid transactions
- 10. The Interface rejects transactions that do not result in a 100% distribution percentage



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Position Data Upload Error Processing

There are two different rejection error levels for the Position Data Upload program.

- 1. **File Level Error**: A file level error will occur if the file does not meet the file layout or other file requirements (e.g., corrupted file or invalid file name). If a file level error occurs, none of the transaction data in the file is uploaded into Cardinal. The file must be corrected by the agency and re-sent to Cardinal for processing.
- 2. Transaction Level Error: A transaction level error occurs if the file is successfully processed by Cardinal (no file level errors exist), but individual transactions contain invalid values or do not meet interfacing position reporting requirements for the employee or agency (e.g., missing required fields for a transaction). If a transaction level error occurs, only the transaction(s) with errors are rejected and all other transactions in the file are uploaded to Cardinal. The errored transaction(s) should be corrected in the agency source system and re-sent to Cardinal or corrected manually in Cardinal by the HR Administrator.
 - a. **Warnings:** The Position Data Upload also contains warnings. Warnings indicate that the transaction loaded, but that additional follow-up may be needed. They can also indicate that the upload loaded a value other than what was specified in the file (e.g., the file left a field blank, and Cardinal loaded a default value). Agencies should follow up on warnings and determine if any actions are needed.



Position Data Upload Error Report

The VHRR041 Position Data Upload Error Report can be viewed for a file after the daily batch process has run to completion. The batch process posts the report to the Report Manager in Cardinal within the agency specific folder and to the file server for the agencies to retrieve automatically outside of Cardinal. Reports are available in the Report Manager for 30 calendar days and on the file server for seven days. The error report can be re-generated at any time by end users.

There are 2 options to generate this report manually:

Option 1: Run a standard **Position Data Upload Error Report** - the output format is automatically generated by the system in a PDF format.

Option 2: Run the <u>V_HR_POSITION_UPLOAD_ERROR Query</u> - the output can be downloaded into an Excel/CSV format to enable data manipulation.



Option 1: Run a standard **Position Data Upload Error Report** - the output format is automatically generated by the system in a PDF format.

Step	Action							
1.	Navigate to the Position Data Upload Error Report using the following path:							
	NavBar > Menu > Workforce Administration > Job Information > Reports > Position Data Upload Error							
The Posi	tion Data Upload Error Report Find an Existing Value page displays.							
((Cardinal Homepage Position Data Upload Error							
Pos	ition Data Upload Error							
Fir	d an Existing Value							
	earch Criteria er any information you have and click Search. Leave fields blank for a list of all values.							
	🕐 Recent Searches Choose from recent searches 🗸 🖉 📮 Saved Searches Choose from saved searches 🗸 🆉							
	Search by: Run Control ID begins with							
	✓ Show more options							
	Search Clear							
i	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 Run Control ID in the Run Control ID field.							
	Note : If the user has never generated this report before, click the Add a New Value button to set one up. For further information on adding a Run Control ID, see the WBT titled NAV225_Cardinal Reporting (HCM) . This WBT can be found on the Cardinal website in Web-Based Training (HCM) under Learning .							
	Search by: Run Control ID begins with							
3.	Click the Search button.							
	Search Clear							



Step	Action						
The Position Data Upload Error Report page displays.							
	Position Data Upload Error						
	Run Control ID V_HR Report Manager Process Monitor Run						
	Date Range File Parameters *From Date *To Date						
	Business Unit Selection						
	*Tree Name *How Specified Selected Detail Values						
	Select Values/Nodes ·Business Unit Description Q +						
	Save Notify Add Update/Display						
4.	Enter the date range for when you want to run the report in the Date Range fields.						
	Date Range *From Date *To Date						
5.	In the *How Specified field, select "Detail – Selected Parents".						
	*How Specified Detail - Selected Parents						
6.	In the *Tree Name field, select "BU_HR006_INTIN".						
	Business Unit Selection						
	*Tree Name BU_HR006_INTIN Q						
7.	In the Tree Node Selector , click the Tree icon.						



Step	Action						
8.	Click the Folder icon to expand the folder.						
	Tree Node Selector						
The folder	r expands to list the business units (BU_HR006_INTIN – Position Data Upload-IN).						
	Tree Node Selector First Previous Next Last Left Right BU_HR006_INTIN - Position Data Upload-IN 15800 17100 20700 20800 21500 21500 21500 21700 21600 21700 21600 21600 21600 21600 21600 21600 31700 21600 31800 						
9.	Select the submitting agency/agencies.						
	Note: In this example, 60100 is selected.						
	 a 20400 a 20800 a 21600 a 22100 a 22100 a 24700 a 34700 a 34700 a 34700 a 34700 a 34700 						
	The *Select Value and Description is automatically populated in the Select Values/Nodes field.						
1	Select Values/Nodes Select Value Description 60100 Department of Health						
10.	Click the Run button to run the report.						



Step	Action							
The Proc	ocess Scheduler Request page displays in a pop-up window.							
[Process Scheduler Request ×							
	User ID Run Control ID V HR							
	Server Name V Run Date 02/10/2025 iiii							
	Recurrence Run Time 1:53:45PM Reset to Current Date/Time							
	Time Zone Q							
	Select Description Process Name Process Type •Type •Format Distribution							
	Position Data Uplod Err Report VHRR041 SQR Report Web PDF Distribution							
	OK Cancel							
L								
11.	Click the OK button to send the report to the Process Scheduler.							
	OK Cancel							
The Posi	tion Data Upload Error Report page refreshes and displays the Process Instance number.							
	Position Data Upload Error							
	Run Control ID V_HR Report Manager Process Monitor Run							
	Process Instance:3418958							
	Date Range File Parameters							
	Business Unit Selection							
	*Tree Name BU_HR006_INTIN Q *How Specified Detail - Selected Parents ~							
	Tree Node Selector Select Values/Nodes							
	Business Unit Description							
	First Previous Next Last Left Right 60100 Department of Health Image: Bu_HR006_INTIN - Position Data Upload-IN 60100 Department of Health —							
	15200 - - 12 17100 - -							
12.	Click the Process Monitor link to view the report.							
	Report Manager Process Monitor Run							
	Process Instance:3418953							
The Proc	ess List page displays.							



Step	Act	ion										
	Proce	ess List										
	View Process Request For User ID V_TRN_HR351 Q Type V Last V 1 Days V Refresh											
	Serv		~	Name		tance From	Instance To		lear			
	Run S	tatus	~	Distribution Status		✓ Save O	n Refresh Report Mana	ager Re	eset			
	▼ Proce	ss List ર						[4		►	▶ View All	
	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	
	•	3418953		SQR Report	VHRR005	V_TRN_HR35101	02/10/2025 11:07:25AM EST	Success	Posted	Details	▼ Actions	
13.	"Pos			rt generates on the Det			of "Success"	and a D		-3 of 3 ∨	Status	
	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Sta	tus Distribu Status	tion Deta	ails Action	s
		3418953		SQR Report	VHRR005	V_TRN_HR35101	02/10/2025 11:07:25AM ES	ST Success	Posted	Deta	ails 🔻 Ad	tions
The Proce	ess C	Detail	page	e displays ir	a pop	o-up windo	DW.					
						Process	Detail			×		
			Process	Instance 3418954 Name VHRR041 Run Status Success			Type SQR Report Iption Position Data Uplod En tatus Posted	r Report		Help		
			Run	Run Control ID V_HR Location Server Server PSUNX Recurrence	1		date Process Hold Request Queue Request Cancel Request Delete Request Re-send Content	◯ Restart Req	uest			
			Date/Time	9		Ac	tions					
				Request Created On (Run Anytime After (Began Process At (Ended Process At (2/10/2025 1:5 2/10/2025 1:5	3:45PM EST 7:17PM EST	Parameters Trans Message Log Batch Timings View Log/Trace	sfer				
			ОК	Cancel								



Step	Action						
	If you do not see a Run Status of "Success" and a Distribution Status of "Posted", click on the Refresh button.						
1	Refresh Clear Reset						
14.	Click the View Log/Trace link.						
	Date/Time Actions						
	Request Created On 02/10/2025 11:07:28AM EST Parameters Transfer						
	Run Anytime After 02/10/2025 11:07:25AM EST Message Log Batch Timings						
	Began Process At 02/10/2025 11:07:32AM EST View Log/Trace						
	Ended Process At 02/10/2025 11:07:33AM EST						
The View	Log/Trace page displays in a pop-up window.						
	View Log/Trace ×						
	Нер						
	Report						
	Report ID 2604781 Process Instance 3418954 Message Log						
	Name VHRR041 Process Type SQR Report Run Status Success Success Success						
	Position Data Uplod Err Report						
	Distribution Details						
	Distribution Node hrtm Expiration Date 03/12/2025						
	File List						
	Name File Size (bytes) Datetime Created						
	15100_HR041_021020251357Position.pdf 32,231 02/10/2025 1:57:17.974302PM EST						
	SQR_VHRR041_3418954.log 2,155 02/10/2025 1:57:17.974302PM EST						
	vhrr041_3418954.out 319 02/10/2025 1:57:17.974302PM EST						
	Distribute To						
	Distribution ID Type Distribution ID						
	User						

 Interstation of the second state of the sec

Return



Position Upload Error Query

Option 2: Run the **V_HR_POSITION_UPLOAD_ERROR Query** - the output can be downloaded into an Excel/CSV format to enable data manipulation.

Step	Action						
1.	Navigate to the Query Viewer page using the following path:						
	NavBar > Menu > Reporting Tools > Query > Query Viewer						
The Quer	y Viewer Search page displays.						
	< Cardinal Homepage Query Viewer						
	Query Viewer						
	Enter any information you have and click Search. Leave fields blank for a list of all values.						
	*Search By Query Name begins with						
	Search Advanced Search						
2.	Enter the Query Name "V_HR_POSITION_UPLOAD_ERROR" in the begins with field.						
	Query Viewer Enter any information you have and click Search. Leave fields blank for a list of all values. *Search By Query Name V_HR_POSITION_UPLOAD_ERROR Search Advanced Search						
3.	Click the Search button.						
	Search Advanced Search						
The Quer	y View Search Results page displays (V_HR_POSITION_UPLOAD_ERROR query).						
	Query Viewer Enter any information you have and click Search. Leave fields blank for a list of all values. "Search By Query Name Search Advanced Search Search Results						
	"Folder View -All Folders - Query Implied 1.1 of 1 v Implied						
	Query Name Description Owner Folder Run to HTML Run to Excel Run to XML Schedule Definitional References Add to Favorites						
	V_HR_POSITION_UPLOAD_ERROR Position Data Upload Error Rpt Public HTML Excel XML Schedule Lookup References Favorite						



Step	Action
4.	Select the desired format of the output. Note: "Run to HTML" will provide the options to download to Excel or a CSV format. Run to Run to Run to Run to Schedule Definitional References Add to Favorites HTML Excel KML Schedule Lookup References Favorites
5.	Enter or select the Business Unit of the submitting Agency. Note: Only Enter the Company (Blank for All) if multiple agencies are submitted in one file and only that one company/agency is desired in the results V_HR_POSITION_UPLOAD_ERROR - Position Data Upload Error Rpt *Business Unit *Date From *Date To
6.	Enter the Date From and Date To for the dates the files were processed in Cardinal V_HR_POSITION_UPLOAD_ERROR - Position Data Upload Error Rpt *Business Unit @ *Business Unit @ *Date From *Date To *Date To *Date To *Date To *Business Unit Company Position Line Number Error Field Name
7.	Click the View Results button to run the query.



Step	Action
8.	If running to Excel, a popup window will be displayed to determine where the file will be generated and the name of the file. The file will be available in the folder and name requested. Navigate to that folder and open the file for review.
	Save As
	← → ∨ ↑ 🎦 > Chad - Commonwealth of Virginia > Documents > Error Reports ∨ C Search Error Reports
	Organize • New folder
	> Documents Name Status Date modified Type
	> 🛅 Microsoft Tear No items match your search.
	> Pictures
	📑 Documents 🖈
	🛓 Downloads 🖈
	Pictures 🖈
	🙆 Music 🔹
	File name: V_HR_POSITION_UPLOAD_ERROR_178227511.xlsx ~
	Save as type: Microsoft Excel Worksheet (*.xlsx)
	Hide Folders Save Cancel



Position Data Upload Common File Errors

Error	Explanation
Agency XXXXX filename sent has already been processed by Cardinal.	Reject file when File Name has already been processed based on the interface file tracker record already knowing the filename.
The control record file name <filename1> does not match the Agency file name <filename2>.</filename2></filename1>	Reject file when File Name in Header record (Record Type 000) does not match File Name being processed.
BU <xxxxx> in the control record is not a submitting BU.</xxxxx>	The business unit specified in the control record is not a valid interfacing business unit.
Agency XXXXX Upload file received with no control record.	The control record is missing from the file.
The total number of rows <x> in the file does not match the row count <y> given in trailer row.</y></x>	The actual number of rows in the file doesn't match the ROW_COUNT given in the Trailer record (Record Type 999).
The total transaction <x> in the file does not match transaction count <y> given in the trailer row.</y></x>	The actual number of detail rows in the file doesn't match the V_COUNT1 given in the Trailer record (Record Type 999).
Agency XXXXX Upload file is blank.	The upload file does not contain any records for Cardinal to process.



Position Data Upload – Common Transaction Errors

Error	Explanation/Resolution Steps
Cannot assign Action Reason NEW to an existing position.	Existing positions cannot have an action-reason of NEW added to them. Use a different action-reason to update the position as needed.
Effective Date field is blank in the input file.	Effective date is a required field on all position data upload transactions.
Position number Effective Date in file is < existing effective date in Cardinal; transaction was not loaded.	The effective date of the transaction cannot be less than the top row of the position's record. Adjust the effective date of the transaction or the effective sequence of the transaction.
Only <fieldname> was changed and it is invalid therefore transaction is rejected.</fieldname>	The transaction contained an update to only one field and the proposed update was invalid. Review configuration guides to determine next steps.
Duplicate POSITION_NBR-EFFDT- EFFSEQ combination in the file: Rejected the transactions.	If there are multiple transactions for one position number in the file, they must have either a different effective date or a different effective sequence.
Error	Explanation/Resolution Steps
The Position to Update Does Not Exists on Position Data.	The position specified in the file does not exist in Cardinal.
The transaction rejected because Fiscal Year does not exist or was invalid in Finances Calendar Accounting Period table.	The fiscal year specified in the file either does not exist or is an invalid value.
The transaction rejected because the combination of POSITION_NBR, BUSINESS_UNIT and DEPTID provided for the position default funding distribution is invalid.	The DEPTID specified in the file is not valid for that position number and/or business unit.
Invalid Chartfield Combination code.	The Chartfield combination was invalid, even if the individual field values are valid.
Duplicate Chartfields combination found for SETID, DEPTID, FISCAL_YEAR, POSITION_NBR and EFFDT; Transaction Rejected.	The same Chartfield combination was specified in the file for multiple funding rows on the same position.
The transaction rejected because Distribution Percentage is not equal to 100.00.	The distribution percentage of multiple funding rows must add up to 100.
Position # already exists in Cardinal, but effective date in file is different from Cardinal and values on file same from	The same information was sent that is already in Cardinal but contains a different effective date.



values in Cardinal: Rejected the transaction.	
Position Department Budget already exist on Cardinal. Transaction Rejected.	The same Chartfield combination information is already in Cardinal.
Invalid Jobcode / SOC CD combination.	The combination of role/Jobcode and SOC code is not a valid combination per the HR351_Overview of US SOC and Job Code Combinations Job Aid located on the Cardinal website in Job Aids under Learning.
Position entered is not eligible for budget definition.	The Budgeted Position is set to "No", but Chartfield information was sent on the file.