
Cardinal HCM System Outage due to HCM Deployment

1 message

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Reply-To: cardinal-comms@public.govdelivery.com
To: projectcardinal@doa.virginia.gov

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This email is being sent to all Release 1 (R1) Cardinal HCM Core Users.



Due to the Release 2 deployment of Cardinal Human Capital Management (HCM) next month, Cardinal applications will be unavailable to users.

Cardinal Applications Outage

- The Cardinal HCM application will be unavailable to users from **5:00 p.m. on Wednesday, March 23, 2022 through Sunday, April 3, 2022**. Note: A select group of pilot users will be given early access to Cardinal FIN and HCM to begin processing transactions. These users will be notified in mid-March about such activities.

R1 agencies should plan to complete **all** business activities in Cardinal Financials and HCM before 5:00 p.m. on March 23. During the planned system outage, agencies should hold transactions and/or other system updates (e.g., New Hires) for entry into Cardinal until the system is back up.

General & Functional Impacts

- For online time entry agencies, timesheet submissions and approvals for the salaried payroll pay date March 31, 2022, and the hourly payroll pay date April 8, 2022 will need to be completed and approved immediately after the outage. Agencies should encourage employees to enter and approve as much time as possible prior to the outage. The deadline for online employee timesheet entry and approvals is extended until 5:00 p.m. Monday, April 4, 2022.
- For Interfacing agencies, time file submission deadlines for the salaried payroll pay date March 31, 2022, and the hourly payroll pay date April 8, 2022, are extended until 10:00 p.m. Thursday, March 31, 2022.
- The payroll journal integration to Cardinal FIN will occur on Wednesday, April 6, 2022 (for both the salaried payroll pay date March 31, 2022 and the hourly payroll date April 8, 2022).
- The Accounting Period for April will open on Tuesday, March 22, 2022. The March Accounting Period will close on Friday, April 8, 2022.

Batch Processing

- Regular nightly batch processing will be completed for the evening **of Wednesday, March 23, 2022**, including the distribution of interface extract files.
- Batch processing (FIN and HCM) **will be on hold** beginning Thursday, March 24, 2022. Interfacing agencies can continue to transfer upload files to Cardinal FIN and HCM while the system is down, and those files will be processed when batch processing resumes.
- **FIN** batch processing **will resume** during the regular batch window on Wednesday, March 30, 2022.
- **HCM** batch processing **will resume** during the regular batch window on Monday, April 4, 2022.

Cardinal Security Forms

- The processing of Cardinal Security Access Forms will be put on hold beginning March 21, 2022 and will be processed on/after Monday, April 4, 2022 for all agencies.

Communications

- Users will be notified via email, as well as the Cardinal Message Board and the Cardinal

website, of these outages.

- Reminder notifications will be sent on Thursday, March 10, 2022 and Monday, March 21, 2022.
- Users will receive notification when Cardinal HCM is available to them on Monday, April 4, 2022.

Please email the Cardinal team at ProjectCardinal@doa.virginia.gov with any questions you have using “Cardinal HCM Deployment” in the subject line.

Regards,

The Cardinal HCM Project Team

This email was sent to projectcardinal@doa.virginia.gov using govDelivery Communications Cloud on behalf of: The Cardinal Project · 6800 Paragon Place, 3rd Floor • Richmond, VA 23230

