
Important HR and Health Benefit Information

1 message

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This newsletter is being sent to HR Administrators and Benefit Administrators at Release 2 agencies.

Cardinal Life Event Tool



The Cardinal Team would like to inform you that a new tool is available to assist Benefits Administrators (BA) who enter Life Events in Cardinal Human Capital Management (HCM).

It is called The Life Event Tool and it was developed to help BAs select the correct Event Date to ensure correct Coverage Begin Date. The tool includes detailed instructions, as well as field definitions. Using this tool will assist with determining the correct date to enter into the Cardinal HCM application.

Search for BN361 Life Event Tool under Learning > [Job Aids](#) on the [Cardinal website](#). The Life Event Tool is an Excel document and will download to your computer when selected.

Criticality of Maintaining Emails in Cardinal

In Cardinal, an email address drives critical functionality for users, including authentication into the Cardinal system. Cardinal access is available for all active Commonwealth employees and employees who separate from service (for 18 months following separation). With the health benefits **Open Enrollment** (OE) approaching, maintaining accurate emails in Cardinal HCM is critical. If employees do not have access to Cardinal to complete OE, agency **Benefits Administrators** will need to make their coverage elections/changes in Cardinal.



In order to access the system, agency **HR Administrators** need to establish a valid email address on the user's personal data record in Cardinal, either:

- An agency provided email address (business email is required for Core users), **or**
- An employee provided email address

HR Administrators should run the Missing Email Query (V_HR_MISSING_EMAIL) for Email Option = Pending Agency Provided Email to identify and update the personal data record for active employees who do not have a valid email. Use the [Running an HCM Query](#) job aid for support.


After you add an employee's email address, a designated contact at your agency will need to communicate the following information to the employee:

- The preferred email address stored in Cardinal HCM for the employee
- Their 11-digit Cardinal Employee ID
- Appropriate login instructions (use the Cardinal website's [Portal support](#) page links)

The employee should also be directed to seek additional information from their supervisor concerning their specific use of the Cardinal system and applicable training requirements (use the [Cardinal HCM Available Resources](#)).

As a reminder, Open Enrollment for Health Benefits selections will begin for state agencies on Monday, May 2, 2022, and benefited employees will need this email address set up to log into Cardinal, in order to make their coverage elections/changes. For more information regarding email addresses, please refer to [HR351 Viewing and Modifying Personal Data](#) job aid.

Continuous State Service Date

Person Employment Dates 

Continuous State Service Date	<input type="text"/>
Leave Eligibility Service Date	<input type="text"/>
Previous Months Of Service	<input type="text"/>

As you know, the Commonwealth experiences significant inter-agency transfer turnover. When an employee separates from one agency and is hired at another, a new employment record must be created. The effective date of each new employment record is always the Hire date into the new agency.

When there is **no** break in service, HR Administrators must manage and track continuous service (PMIS state begin date) in the **Continuous State Service** field on the Employment Data page. HR Administrators can view historical employment data from other agencies by clicking on the Job History icon on the Job Data, Work Location page.

For more information regarding the various date fields in Job Data, please refer to the following HR 351 job aids:

- [HR351 Completing a New Hire](#)
- [HR351 Managing an Inter-Agency Transfer](#)
- [HR351 Impacts of Break in Service Overview](#)

A Note from the Cardinal Project Team...

Attention: Please do not delete, block, unsubscribe, or tag this email as spam. There is important Cardinal HCM information in this newsletter that you won't want to miss.

Thank you for reading The Cardinal Newsletter! To learn more about the Cardinal HCM Project, please visit our website at <https://www.cardinalproject.virginia.gov/>.

If you have any questions concerning the contents of this newsletter, please send an email to projectcardinal@doa.virginia.gov with "Cardinal Newsletter" in the title.