
Cardinal HCM: Manual Updates for Employees in Layoff Status

1 message

DOA - Cardinal Project <projectcardinal@doa.virginia.gov>

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This communication is being sent to Change Network Primary Contacts, HR SMEs, BN SMEs, PY SMEs, HR Administrators, BN Administrators, and PY Administrators for Release 3 agencies with employees in layoff status.



Once Cardinal HCM goes live, Release 3 (R3) agencies will have to manually update all HR and PY records for those employees who are currently in a layoff status.

Cardinal offers the following guidance to help you prepare:

- If you do not already have a list of employees in layoff status, their effective dates, and expected severance/benefits end dates, now is a good time to establish one using the current HR system of record (i.e., PMIS/HuRMan Report). This list can be used to verify the employees converted to Cardinal HCM with the correct status.
 - If there are any differences between the list you have pulled from your current HR system of record and the list provided by Cardinal as part of Task #96C, please submit a help desk ticket to vccc@vita.virginia.gov with "Cardinal HR – Employees in Layoff Status". Be sure to provide an email address and phone number at which you can be reached.
- Employees in layoff status at the time of Cardinal HCM conversion/go-live will need to be updated manually as severance and/or benefits statuses change. A list of these employees by Cardinal Employee ID will be posted in the 02_CONVERSION > 46_Task96C_Review_Conversion_Results folder within your assembled agency folder on the CN SharePoint site: [HCM > 02_Assembled_Agencies > ### - Assembled_Agency_Name \(where ### represents your assembled agency number\) > 02_CONVERSION > 46_Task96C_Review_Conversion_Results](#). Note: the CN SharePoint is only available for Change Network members; if you need information from the file, please contact your agency's [Change Network Primary Contact](#).
- If these employees are still receiving severance benefits, Payroll SPOT transactions will need to be entered, verified, and monitored. Information regarding the use of SPOT can be found in the [PY381 Using the Single-Use Payroll One Time Tool](#) job aid.
- When the layoff period ends, the employee must be terminated using the Action = TER, Reason = LOF.

Review the [HR351 Managing the Layoff Process](#) job aid for additional information regarding processing layoffs and layoff-related terminations.

If you have issues with completing an update after reviewing the job aid above, please open a Cardinal help desk ticket by emailing vccc@vita.virginia.gov and include "Cardinal" in the subject line. Be sure to include a description of your issue, your name, email address, and a phone number where you can be reached.

Regards,

The Cardinal HCM Project Team