



HCM Training Resources (Agencies)

Learning Materials for Cardinal Human Capital Management (HCM)

Cardinal users have a number of resources available to them. Be sure to bookmark www.cardinalproject.virginia.gov/learning for easy access to the materials listed below.

Employee Self-Service (ESS) Users:

Most ESS-only functions are relatively intuitive, but we have a variety of support tools to help you through all of the functions (e.g., updating direct deposit, updating health benefits, updating personal information).

- [Videos](#) – Quick walk-through videos with Cardinal Carl!
- [Job Aids](#) - Detailed, step-by-step instructions.

Employee Self-Service Time & Attendance (ESS TA) Users and Supervisor/Approvers:

Users at agencies who enter/approve time/absences in Cardinal have Web-Based Training (WBT) available to support time entry.

Before you start training: Work with your agency to understand key details about how your agency uses Cardinal Time & Attendance (e.g., Time Reporter Type, ChartFields, agency-specific TA attributes, and if your agency uses Cardinal with Absence Management or without Absence Management). This information will impact which course you will need to take.

There are several versions of the course available depending on your user details. To determine which course is appropriate for you, please follow the instructions on the course homepage. Courses vary based on employee type (salaried vs. hourly), role (employee self-service vs. administrator/supervisor), and whether or not your agency uses [Cardinal Absence Management \(AM\)](#).

- [ESS392: ESS Time Entry](#) - This course provides employees with detailed instructions pertaining to the layout of the Cardinal Timesheet, how to enter time and absences, and how to submit their Timesheets for approval.
Note: ESS392 WBT modules have two paths for the different time reporter types, Exception and Positive. When prompted in the WBT, choose the time reporter path that has been communicated to you by your agency. If you don't know which path is right for you, please contact your supervisor or time entry professional for assistance prior to starting training!
- [TA373: TA Supervisor Approval](#) - This course provides detailed instructions pertaining to how supervisors and managers access employee Timesheets, review and approve both time and absences, and manage Time Exceptions.

Core Users:

A Core user is an employee who performs day-to-day administrative functions in

Cardinal. Core users require additional training and have a variety of resources available to them.

- [Job Aids](#) - Detailed, step-by-step instructions to assist users in processing system transactions or completing various activities, including ESS actions.
 - Includes walk-throughs of how to run [queries](#) and [reports](#)
- [Web-Based Training](#) - Self-paced courses that provide a high-level look at Cardinal HCM functions such as
 - Overview and Navigation in Cardinal HCM
 - Cardinal Reporting (functionality used to generate Reports and Queries within Cardinal HCM)
 - Module Overviews (e.g., human resources, benefits, payroll) for those users with read-only access
- [Course Materials](#) - PDF versions of Instructor-Led Training course presentations that provide an in-depth look at Cardinal HCM functions.
- [Additional Resources](#) - additional resources such as [forms](#), a [reports catalog](#) (a full list of reports and queries in Cardinal HCM), [mass upload templates](#), and more are available.

Additional Resources Based on Role

If you have been assigned one of the below roles, there are additional materials available to you on the [Cardinal website](#) specific to your job responsibilities:

- Benefits Read Only
 - [BN362: Benefits Read-Only Overview \(WBT\)](#)
- Delegation Administrator
 - [TA372: Delegation Administration Job Aid](#)
- HR Manager Reports
 - [HCM Reports Catalog](#)
- HR Read Only
 - [HR353: Human Resources Read-Only Overview \(WBT\)](#)
- Payroll Budget Processor
 - [HR351: Position ChartField Assignment/Update Job Aid](#)
- Payroll Read Only
 - [PY382: Payroll Read-Only Overview \(WBT\)](#)
- SPOT Approver
 - [PY381: Using the Single Use Payroll Online Tool \(SPOT\) Job Aid](#)

To learn more about required training based on each role, please refer to the [Cardinal HCM Roles to Training Course Mapping](#) document.

Note: Cardinal Training materials, especially Job Aids, are frequently updated (the revision date can be found in the lower left-hand corner of all Cardinal documents).