
Important HR Information

1 message

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The Cardinal Newsletter - October 5, 2022

This newsletter is being sent to HR Administrators at Release 3 agencies.

Criticality of Maintaining Emails in Cardinal

In Cardinal, a valid 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. Given the critical nature of employee payroll processing and employee health benefits coverage, maintaining accurate emails in Cardinal HCM is crucial.



In order for a user 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 (i.e., personal email)

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, so they can log into Cardinal.

- The preferred email address stored in Cardinal HCM for the employee
- Their 11-digit Cardinal Employee ID, but only if your agency is [Non-COV](#) or if the preferred email is an employee-provided (personal) email address
- Appropriate login instructions - send them to the Cardinal website's [Portal support](#) page Note: The registration process (for Non-COV or users with a personal email) is a complicated, multi-step process. Consider sending the [Cardinal Registration Quick Start Guide](#) to new users.

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 User Resources](#) aid).

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

Leave Eligibility Service Date

Previous Months Of Service

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

When there is **no** break in service, HR Administrators must manage and track continuous service (formerly 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 HR351 job aids:

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

Important Pages in Cardinal for HR Administrators

Access to the different pages available in Cardinal HCM depends on the roles that were assigned to you by your agency. It is important to verify your security access is correct by validating you can navigate to the necessary pages for performing your HR Administrator functions.

Tagging important pages as "Favorites" can help make your job easier by allowing quick navigation to those that are frequently used. Refer to the [NAV205: Navigation Tips](#) job aid for instructions on how to favorite a page. The following pages are recommended for saving as favorites:

1. Navigator > Workforce Administration > Personal Information > **Modify a Person**
2. Navigator > Workforce Administration > Personal Information > **Add a Person**
3. Navigator > Workforce Administration > Job Information > **Job Data**
4. Navigator > Organizational Development > Position Management > Maintain Positions/Budgets > **Manage Position**
5. Navigator > Payroll for North America > Employee Pay Data USA > **Create Additional Pay**
6. Navigator > Workforce Development > **Rwd and Recogn Maintenance**
7. Navigator > Workforce Development > Performance Management > **Performance Ratings**

You can also add any report or query you use frequently to your favorites by clicking the 'Favorite' hyperlink in Cardinal. Once a query has been marked as a favorite, it will always display on the Query Viewer page so you will not have to search for it! Use the following job aids to step through how to run a query and/or report.

1. [NAV225_Running an HCM Query](#)
2. [NAV225_Generating an HCM Report](#)

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query

| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Add to Favorites |
|---------------------------|---------------------------|--------|--------|----------------------|-----------------------|---------------------|--------------------------|-----------------------------------|--------------------------|
| V_HR_JOBCODE_SALARY | Job code Table Query | Public | | HTML | Excel | XML | Schedule | Lookup References | Favorite |
| V_HR_JOB_MASS_DATA_CHANGE | Job Mass Update query | Public | | HTML | Excel | XML | Schedule | Lookup References | Favorite |
| V_HR_JOB_QUERY | Query to report Job Info. | Public | | HTML | Excel | XML | Schedule | Lookup References | Favorite |

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.

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 communication, please send an email to projectcardinal@doa.virginia.gov.

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