Cardinal HCM Human Resources Reports Catalog

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 2/4/2025

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Revision History

Revision Date	Summary of Changes
2/4/2025	Baseline

Learning Materials and Resources

The **Cardinal HCM Human Resources Reports Catalog** covers the Human Resources (HR) functional area. Each functional area contains queries and reports specific to that area.

Note: Since reports and queries may be used by more than one functional area, if you do not find the report or query in your functional area, please use the **Find** feature (ctrl F) to search the other **Cardinal HCM Reports Catalogs**, as the report or query may be located in a different functional area.

After reviewing this **Cardinal HCM Human Resources Reports Catalog**, if any additional information or guidance is needed, please refer to the following:

- **Cardinal SW NAV225 Cardinal Reporting (HCM):** This Web Based Training (WBT) course provides training and interactive demonstrations that cover the fundamentals of how to run or access reports and queries. This course is available in **Cardinal Learning** and on the **Cardinal Website**. The course provides:
    - Key concepts in Cardinal HCM reporting
    - How to navigate to the Query Viewer, how to search for and run an HCM query and how to access query results online or by download
    - How to run HCM reports and how to navigate to the Report Manager and view reports

Human Resources Queries

Mass Upload Queries
V_HR_JOB_MASS_DATA_CHANGE
V_HR_PERFORMANCE_RATING
V_HR_POS_FUNDING_MASS_LOAD
V_HR_REWARD_RECOGN_MASS_DATA
V_HR_TELEWORK_MASS_UPLOAD
V_TA_LEAVE_BAL_ADJ
V_GENL_DEDUCTION_MASS
V_ADDLPAY_MASS

REVISED: 12/22/2023

DESCRIPTION:
The Mass Upload Queries are covered in the **Performing a Mass Upload** Job Aid**,** located on the Cardinal website under **Learning.** Please refer to this Job aid for assistance when processing mass uploads.

Mass Upload Description	Upload prepared by	Review by DHRM	Upload loaded by
Additional Pay	Agency	N/A	Agency
Dept-Posn Funding Mass Upload	Agency	N/A	Agency
Leave Balance Mass Upload	Agency	N/A	Agency
Managing Teleworker Employee Data Mass Upload	Agency	N/A	Agency
Performance Rating Mass Upload	Agency	N/A	Agency
Reward & Recognition Mass Upload	Agency	N/A	Agency
Job Data Mass Upload	Agency	DHRM	PPS
New Hire Mass Upload	Agency	DHRM	PPS
Position Mass Upload	Agency	DHRM	PPS
General Deduction Mass Upload	Agency	N/A	SPO

Active Written Agreement Query
V_HR_ACTIVE_WRITTEN_AGREEMENTS

REVISED: 09/15/2021

DESCRIPTION:
This query identifies employees with a written agreement for leave awards, bonuses, and other types recorded on the Rewards and Recognition page.

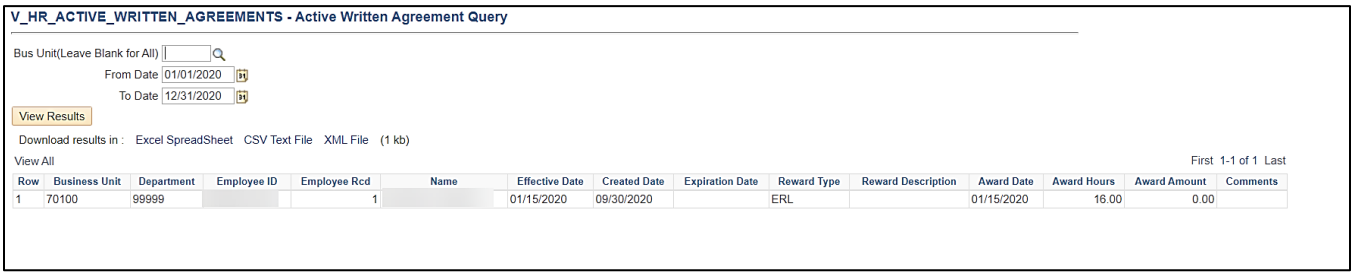
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_ACTIVE_WRITTEN_AGREEMENTS

INPUT / SEARCH CRITERIA:
Bus Unit (Leave Blank for All)
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
From Date and **To Date** fields are required fields.

Screenshot of the Active Written Agreement Query



Row	Business Unit	Department	Employee ID	Employee Rcd	Name	Effective Date	Created Date	Expiration Date	Reward Type	Reward Description	Award Date	Award Hours	Award Amount	Comments
1	70100	99999		1		01/15/2020	09/30/2020		ERL		01/15/2020	16.00	0.00	

Additional Pay/Comp Rate Query
V_HR_ADDLPAY_COMPRT

REVISED: 03/20/2023

DESCRIPTION:
This query provides details of all active Additional Pay for employees and can be used to validate that temporary payments have been entered correctly. VRS and PRW earning codes are excluded from this query.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_ADDLPAY_COMPRT

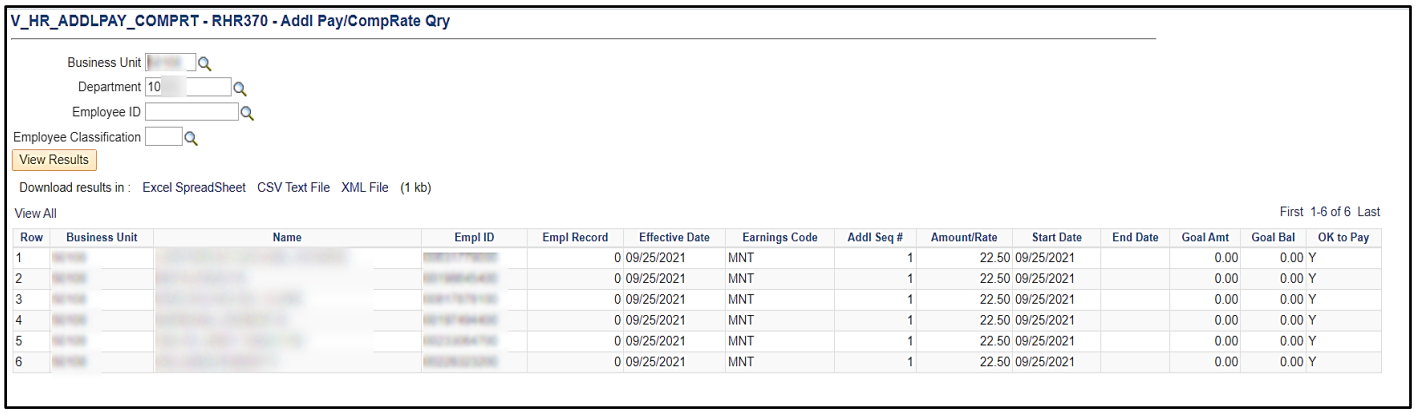
INPUT / SEARCH CRITERIA:

Bus Unit
Department ID
Employee ID
Employee Classification

OUTPUT FORMAT:

HTML
Excel

Screenshot of the Additional Pay/Comp Rate Query



V_HR_ADDLPAY_COMPRT - RHR370 - Addl Pay/CompRate Qry

Business Unit
Department 10
Employee ID
Employee Classification
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All First 1-6 of 6 Last

Row	Business Unit	Name	Empl ID	Empl Record	Effective Date	Earnings Code	Addl Seq #	Amount/Rate	Start Date	End Date	Goal Amt	Goal Bal	OK to Pay
1				0	09/25/2021	MNT	1	22.50	09/25/2021		0.00	0.00	Y
2				0	09/25/2021	MNT	1	22.50	09/25/2021		0.00	0.00	Y
3				0	09/25/2021	MNT	1	22.50	09/25/2021		0.00	0.00	Y
4				0	09/25/2021	MNT	1	22.50	09/25/2021		0.00	0.00	Y
5				0	09/25/2021	MNT	1	22.50	09/25/2021		0.00	0.00	Y
6				0	09/25/2021	MNT	1	22.50	09/25/2021		0.00	0.00	Y

Additional Pay Mass Upload Query
V_Addlpay_Mass

REVISED: 5/10/2024

DESCRIPTION:
This query provides details of all active Additional Pay for employees and can be used to validate that temporary payments have been entered correctly. VRS and PRW earning codes are excluded from this query. Agencies should use this extract to provide the information needed to populate the data changes to the PY361_Additional Pay Mass Upload Template.

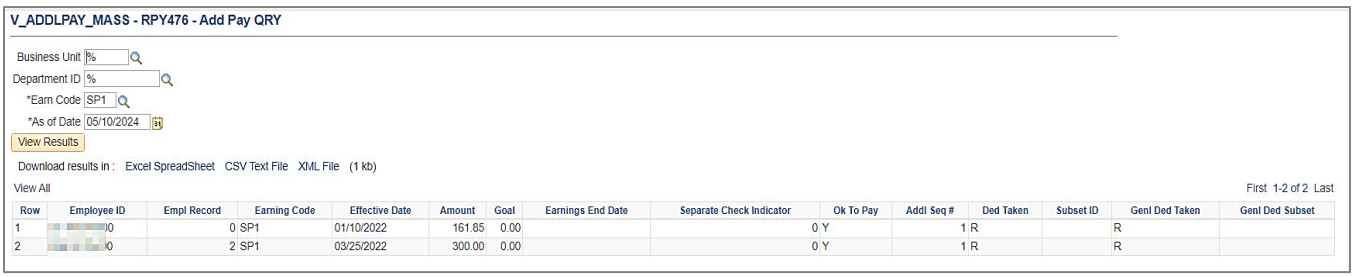
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_ADDLPAY_MASS

INPUT / SEARCH CRITERIA:
Bus Unit
Department ID
*Earn Code
*As of Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
Earn Code and **As of Date** fields are required fields.

Screenshot of the Additional Pay Mass Upload Query



Row	Employee ID	Empl Record	Earning Code	Effective Date	Amount	Goal	Earnings End Date	Separate Check Indicator	Ok To Pay	Addl Seq #	Ded Taken	Subset ID	Genl Ded Taken	Genl Ded Subset
1	[redacted]0	0	SP1	01/10/2022	161.85	0.00		0	Y	1	R		R	
2	[redacted]0	2	SP1	03/25/2022	300.00	0.00		0	Y	1	R		R	

Cardinal HRPY Reconciliation Query
V_HR_REW_PAY_RECON

REVISED: 09/15/2021

DESCRIPTION:
This query is used to reconcile monetary rewards and recognitions (bonuses) awarded to the employee versus what is paid through Single Use Payroll Online Transactions (SPOT) and Addl Pay tools in Payroll. The report compares the sum of the rewards and recognition paid in Payroll (paid check) to the recorded sum on the rewards and recognition page in a given date range. If the sums match, results do not display. If the sums do not match, results display all transactional history for that employee.

End users are Agency HR, Agency PY, and Department of Human Resource Management (DHRM).

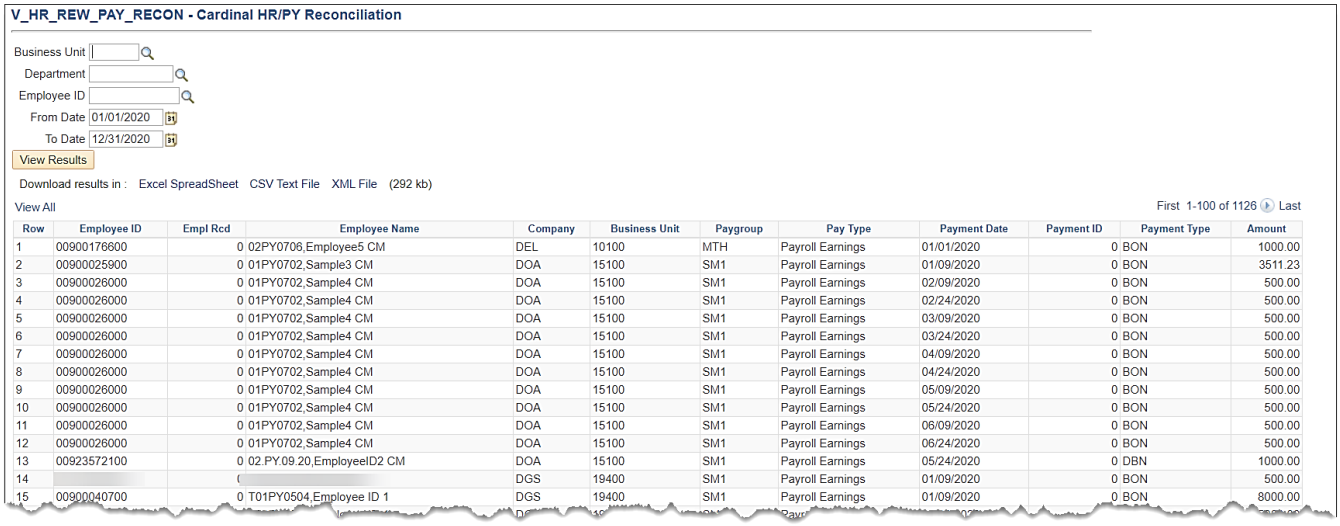
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_REW_PAY_RECON

INPUT / SEARCH CRITERIA:
Business Unit
Department
Employee ID
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
From Date and **To Date** fields are required fields.

Screenshot of the Cardinal HRPY Reconciliation Query



Row	Employee ID	Empl Rcd	Employee Name	Company	Business Unit	Paygroup	Pay Type	Payment Date	Payment ID	Payment Type	Amount
1	00900176600	0	02PY0706,Employee5 CM	DEL	10100	MTH	Payroll Earnings	01/01/2020	0	BON	1000.00
2	00900025900	0	01PY0702,Sample3 CM	DOA	15100	SM1	Payroll Earnings	01/09/2020	0	BON	3511.23
3	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	02/09/2020	0	BON	500.00
4	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	02/24/2020	0	BON	500.00
5	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	03/09/2020	0	BON	500.00
6	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	03/24/2020	0	BON	500.00
7	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	04/09/2020	0	BON	500.00
8	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	04/24/2020	0	BON	500.00
9	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	05/09/2020	0	BON	500.00
10	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	05/24/2020	0	BON	500.00
11	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	06/09/2020	0	BON	500.00
12	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	06/24/2020	0	BON	500.00
13	00923572100	0	02.PY.09.20,EmployeeID2 CM	DOA	15100	SM1	Payroll Earnings	05/24/2020	0	DBN	1000.00
14	[illegible]	[illegible]	[illegible]	DGS	19400	SM1	Payroll Earnings	01/09/2020	0	BON	500.00
15	00900040700	0	T01PY0504,Employee ID 1	DGS	19400	SM1	Payroll Earnings	01/09/2020	0	BON	8000.00

Compensation Frequency Compare Query
V_HR_COMP_FREQ_COMPARE

REVISED: 09/15/2021

DESCRIPTION:
This query of job data is used to make sure compensation frequency values are correct. It is used to identify active employees where Employee Type indicates Salary and the Compensation Frequency is not equal to semi-monthly.

Agency HR Administrators and DHRM have access to this query.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_COMP_FREQ_COMPARE

INPUT / SEARCH CRITERIA:
Bus Unit (Leave Blank for All)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
There are no required fields.

Screenshot of the Compensation Frequency Compare Query

V_HR_COMP_FREQ_COMPARE - Compensation Frequency Compare

Bus Unit (Leave Blank for All)

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (15360 kb)

View All

First 1-100 of 29538 Last

Row	Employee ID	Empl Rcd	Effective Date	Effective Sequence	Employee Name	Business Unit	Department	Employee Type	HR Status	Annual Rate	Hourly Rate	Job Comp Freq	Job Comp Rate	Rate Code	Compensation Freq	Compensation Rate	Last Upd DtTm	Updated By
1		0	01/01/2019	0		50100	15048	H	A	61526.400	29.580000	B	2366.400000	NAHRLY	H	29.580000	10/27/2020 12:05:26PM	
2		1	06/04/2020	0		70100	99999	S	A	31200.000	30.000000	B	1200.000000	NAHRLY	H	30.000000	06/04/2020 11:06:01AM	
3		0	10/31/2019	0		20700	20700	S	A	132360.480	63.634846	M	11030.040000	STATE	A	132360.480000	06/03/2020 12:42:06AM	V_CONV_LOAD
4		0	04/01/2020	0		15100	10001	S	A	52907.000	25.436058	A	52907.000000	NAANNL	A	52907.000000	11/10/2020 1:50:26PM	
5		1	09/16/2020	0		15100	94400	S	A	150000.000	72.115385	A	150000.000000	STATE	A	150000.000000	09/16/2020 1:36:20PM	V_HR_ADMINISTRATOR
6		0	10/31/2019	0		20700	20700	S	A	105290.040	50.620212	M	8774.170000	STATE	A	105290.040000	06/03/2020 12:40:54AM	V_CONV_LOAD
7		0	10/31/2019	0		23600	1000	S	A	158166.000	76.041346	M	13180.500000	STATE	A	158166.000000	06/03/2020 12:43:39AM	V_CONV_LOAD
8		0	11/28/2019	0		50100	13080	S	A	33675.200	16.190000	A	1295.200000	NAHRLY	H	16.190000	09/08/2020 2:22:16PM	
9		0	10/31/2019	0		23600	1000	S	A	377220.000	181.355769	M	31435.000000	STATE	A	377220.000000	06/03/2020 12:43:40AM	V_CONV_LOAD
10		0	10/31/2019	0		20800	99999	S	A	51225.000	61.568510	M	4268.750000	STATE	A	51225.000000	06/03/2020 12:41:00AM	V_CONV_LOAD
11		0	10/31/2019	0		20700	20700	S	A	149620.950	71.933149	M	12468.412500	STATE	A	149620.950000	06/03/2020 12:42:23AM	V_CONV_LOAD
12		0	10/31/2019	0		23600	1000	S	A	99093.000	47.640865	M	8257.750000	STATE	A	99093.000000	06/03/2020 12:43:41AM	V_CONV_LOAD
13		1	11/10/2019	0		19400	194201	S	A	60000.000	28.846154	A	60000.000000	NAANNL	A	60000.000000	08/21/2020 1:47:[illegible]	

Department Budget Carry Over Errors Query (RPY543)
V_PY_NEWFY_ROLLOVER_ERRORS

REVISED: 06/06/2024

DESCRIPTION:
This query will provide a list of any generated errors, within a specified business unit, when bringing the old fiscal year Chartfield Values forward into the new fiscal year on the Department Budget table.

Users can use the report to determine whether corrections to the new department-position funding are needed. The report can be run ad hoc for the specified business unit.

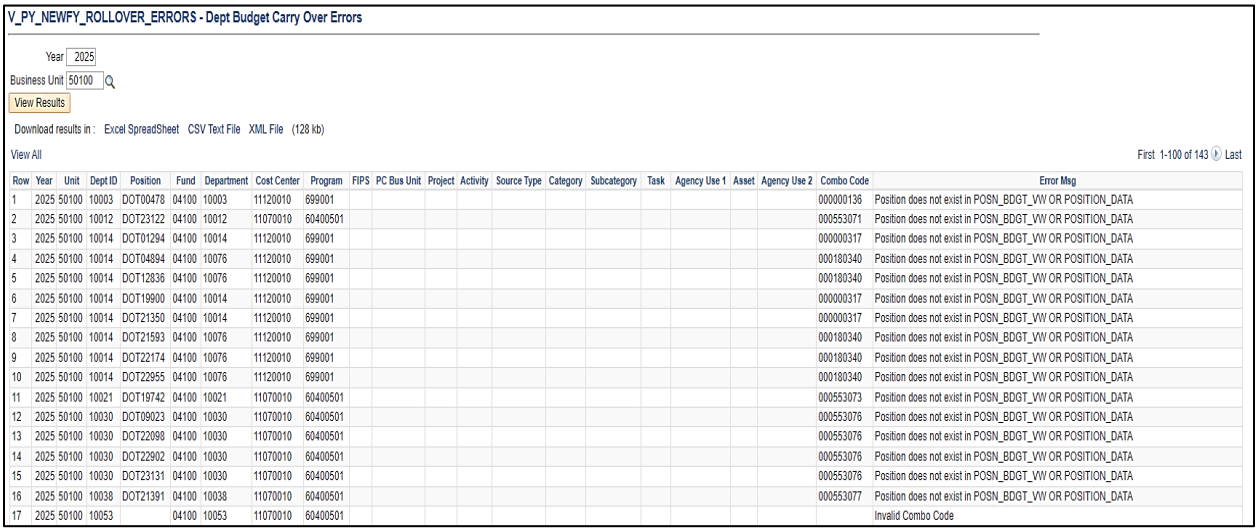
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_NEWFY_ROLLOVER_ERRORS

INPUT / SEARCH CRITERIA:
Year
Business Unit

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
Year is a required field.

Screenshot of the Department Budget Carry Over Errors Query



V_PY_NEWFY_ROLLOVER_ERRORS - Dept Budget Carry Over Errors

Year 2025
Business Unit 50100
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (128 kb)

View All

First 1-100 of 143 Last

Row	Year	Unit	Dept ID	Position	Fund	Department	Cost Center	Program	FIPS	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Task	Agency Use 1	Asset	Agency Use 2	Combo Code	Error Msg
1	2025	50100	10003	DOT00478	04100	10003	11120010	699001												000000136	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
2	2025	50100	10012	DOT23122	04100	10012	11070010	60400501												000553071	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
3	2025	50100	10014	DOT01294	04100	10014	11120010	699001												000000317	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
4	2025	50100	10014	DOT04894	04100	10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
5	2025	50100	10014	DOT12836	04100	10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
6	2025	50100	10014	DOT19900	04100	10014	11120010	699001												000000317	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
7	2025	50100	10014	DOT21350	04100	10014	11120010	699001												000000317	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
8	2025	50100	10014	DOT21593	04100	10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
9	2025	50100	10014	DOT22174	04100	10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
10	2025	50100	10014	DOT22955	04100	10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
11	2025	50100	10021	DOT19742	04100	10021	11070010	60400501												000553073	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
12	2025	50100	10030	DOT09023	04100	10030	11070010	60400501												000553076	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
13	2025	50100	10030	DOT22098	04100	10030	11070010	60400501												000553076	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
14	2025	50100	10030	DOT22902	04100	10030	11070010	60400501												000553076	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
15	2025	50100	10030	DOT23131	04100	10030	11070010	60400501												000553076	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
16	2025	50100	10038	DOT21391	04100	10038	11070010	60400501												000553077	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
17	2025	50100	10053		04100	10053	11070010	60400501													Invalid Combo Code

Dept-Posn Funding Mass Upload Query
V_HR_Pos_Funding_Mass_Load

REVISED: 12/19/2023

DESCRIPTION:

Agencies should use this extract to provide the information needed to populate the data changes to the Department Position Funding Mass Upload Template.

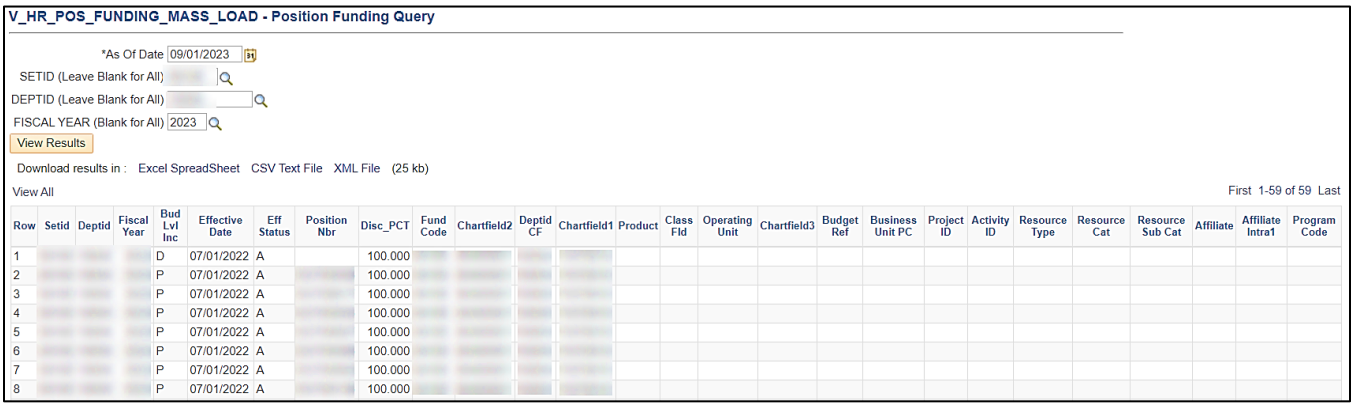
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_POS_FUNDING_MASS_LOAD

INPUT / SEARCH CRITERIA:
*As Of Date
SETID (Leave Blank for All)
DEPTID (Leave Blank for All)
FISCAL YEAR (Leave Blank for All)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
As of Date field is required.

Screenshot of the Department-Position Funding Mass Upload Query



Row	Setid	Deptid	Fiscal Year	Bud Lvl Inc	Effective Date	Eff Status	Position Nbr	Disc_PCT	Fund Code	Chartfield2	Deptid CF	Chartfield1	Product	Class Fld	Operating Unit	Chartfield3	Budget Ref	Business Unit PC	Project ID	Activity ID	Resource Type	Resource Cat	Resource Sub Cat	Affiliate	Affiliate Intra1	Program Code
1				D	07/01/2022	A		100.000																		
2				P	07/01/2022	A		100.000																		
3				P	07/01/2022	A		100.000																		
4				P	07/01/2022	A		100.000																		
5				P	07/01/2022	A		100.000																		
6				P	07/01/2022	A		100.000																		
7				P	07/01/2022	A		100.000																		
8				P	07/01/2022	A		100.000																		

Disciplinary Actions Audit Query
V_HR_DISC_ACTIONS_AUDIT

REVISED: 12/19/2023

DESCRIPTION:
This query details changes made on the Disciplinary Actions pages to identify changes/corrections made to written notices and disciplinary actions. This query also provides who made the changes and when.

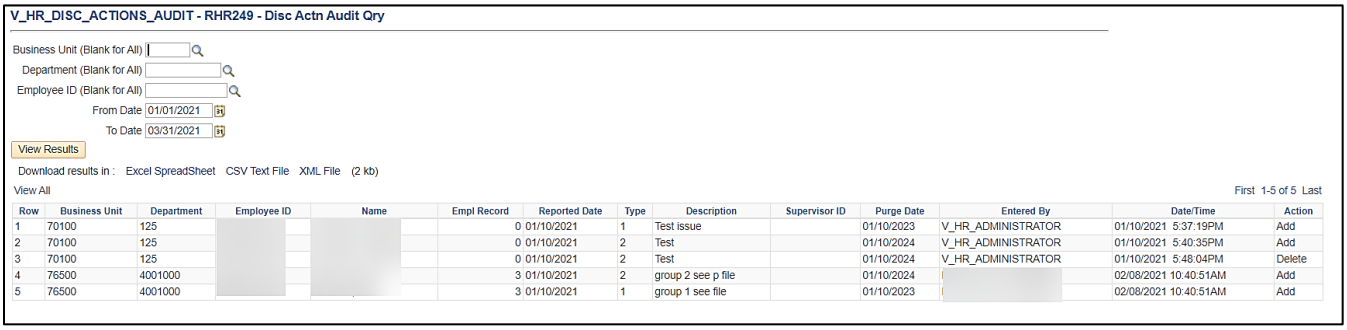
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_DISC_ACTIONS_AUDIT

INPUT / SEARCH CRITERIA:
Business Unit (Blank for All)
Department (Blank for All)
Employee ID (Blank for All)
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
From Date and **To Date** fields are required fields.

Screenshot of the Disciplinary Actions Audit Query



Row	Business Unit	Department	Employee ID	Name	Empl Record	Reported Date	Type	Description	Supervisor ID	Purge Date	Entered By	Date/Time	Action
1	70100	125			0	01/10/2021	1	Test issue		01/10/2023	V_HR_ADMINISTRATOR	01/10/2021 5:37:19PM	Add
2	70100	125			0	01/10/2021	2	Test		01/10/2024	V_HR_ADMINISTRATOR	01/10/2021 5:40:35PM	Add
3	70100	125			0	01/10/2021	2	Test		01/10/2024	V_HR_ADMINISTRATOR	01/10/2021 5:48:04PM	Delete
4	76500	4001000			3	01/10/2021	2	group 2 see p file		01/10/2024		02/08/2021 10:40:51AM	Add
5	76500	4001000			3	01/10/2021	1	group 1 see file		01/10/2023		02/08/2021 10:40:51AM	Add

Disciplinary Actions (Detailed) Query
V_HR_DISC_ACTIONS_DETAIL

REVISED: 1/11/2023

DESCRIPTION:
This query lists written notices and disciplinary actions along with relevant employee demographic data.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_DISC_ACTIONS_DETAIL

INPUT / SEARCH CRITERIA:

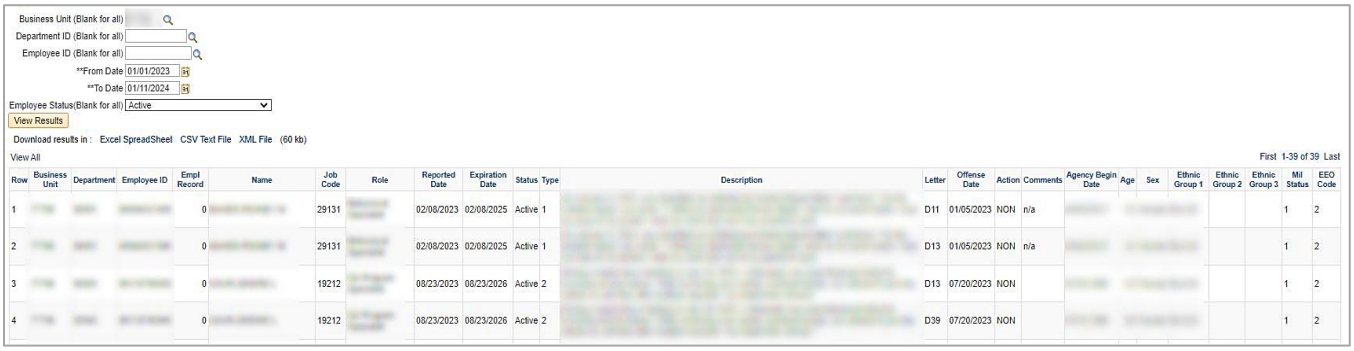
Business Unit (Blank for all)
Department ID (Blank for all)
Employee ID (Blank for all)
**From Date
**To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:
From Date and **To Date** fields are required fields.

Screenshot of the Disciplinary Actions (Detailed) Query



Row	Business Unit	Department	Employee ID	Empl Record	Name	Job Code	Role	Reported Date	Expiration Date	Status	Type	Description	Letter	Offense Date	Action	Comments	Agency Begin Date	Age	Sex	Ethnic Group 1	Ethnic Group 2	Ethnic Group 3	Mil Status	EEO Code
1	[illegible]	[illegible]	[illegible]	0	[illegible]	29131	[illegible]	02/08/2023	02/08/2025	Active	1	[illegible]	D11	01/05/2023	NON	n/a	[illegible]	[illegible]					1	2
2	[illegible]	[illegible]	[illegible]	0	[illegible]	29131	[illegible]	02/08/2023	02/08/2025	Active	1	[illegible]	D13	01/05/2023	NON	n/a	[illegible]	[illegible]					1	2
3	[illegible]	[illegible]	[illegible]	0	[illegible]	19212	[illegible]	08/23/2023	08/23/2026	Active	2	[illegible]	D13	07/20/2023	NON		[illegible]	[illegible]					1	2
4	[illegible]	[illegible]	[illegible]	0	[illegible]	19212	[illegible]	08/23/2023	08/23/2026	Active	2	[illegible]	D39	07/20/2023	NON		[illegible]	[illegible]					1	2

Disciplinary Actions History Query
V_HR_DISC_ACTIONS_HISTORY

REVISED: 09/15/2021

DESCRIPTION:
This query provides disciplinary action history by employee. Written notices are shown as active or inactive based on whether the expiration date has passed.

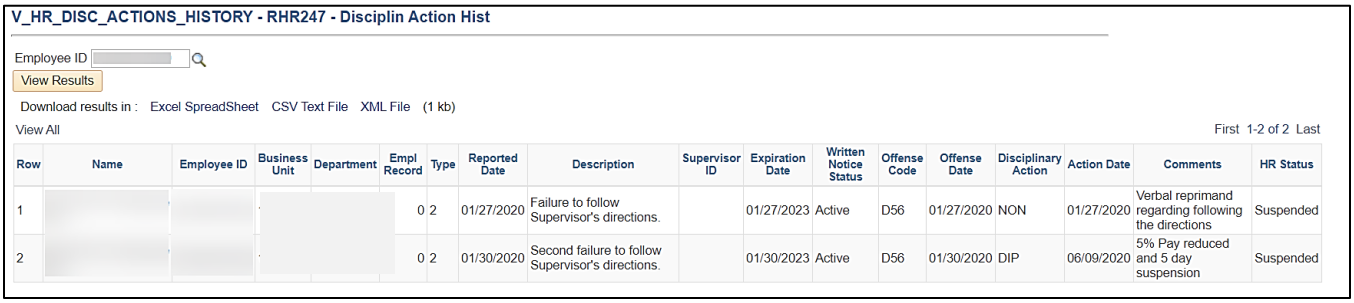
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_DISC_ACTIONS_HISTORY

INPUT / SEARCH CRITERIA:
Employee ID

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Employee ID** field is a required field.

Screenshot of the Disciplinary Actions History Query



V_HR_DISC_ACTIONS_HISTORY - RHR247 - Disciplin Action Hist

Employee ID

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

First 1-2 of 2 Last

Row	Name	Employee ID	Business Unit	Department	Empl Record	Type	Reported Date	Description	Supervisor ID	Expiration Date	Written Notice Status	Offense Code	Offense Date	Disciplinary Action	Action Date	Comments	HR Status
1					0	2	01/27/2020	Failure to follow Supervisor's directions.		01/27/2023	Active	D56	01/27/2020	NON	01/27/2020	Verbal reprimand regarding following the directions	Suspended
2					0	2	01/30/2020	Second failure to follow Supervisor's directions.		01/30/2023	Active	D56	01/30/2020	DIP	06/09/2020	5% Pay reduced and 5 day suspension	Suspended

EEO4 State and Local Government Listing Query
V_HR_EEO4_STATE_AGENCY_LIST

REVISED: 09/15/2021

DESCRIPTION:
This query provides a list of agencies that are included in the centralized federally-required EEO-4 report (State and Local Government Report) due in September in odd-numbered years. Agencies may use this report to confirm that Cardinal and DHRM will be submitting EEO4 data to the EEOC on their behalf.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_EEO4_STATE_AGENCY_LIST

INPUT / SEARCH CRITERIA:
(none)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
No input fields are required to generate this query.

Screenshot of the EEO4 State and Local Government Listing Query

V_HR_EEO4_STATE_AGENCY_LIST- EEO4 State Agency Listing Qry

Download results in : Excel SpreadSheet CSV Text File XML File (15 kb)

View All

First 1-100 of 213 Last

Row	Agency Code	Agency Description
1	30100	Agriculture & Consumer Svcs
2	99900	Alcoholic Beverage Control
3	14100	Attorney General & Dept of Law
4	13300	Auditor of Public Accounts
5	75400	Augusta Correctional Center
6	76100	Baskerville Correctional Cntr
7	71800	Bland Correctional Center
8	29100	Blue Ridge Community College
9	22600	Board of Accountancy
10	23300	Board of Bar Examiners
11	74900	Buckingham Correctional Center
12	82000	Capitol Square Preservation Cn
13	72400	Catawba Hospital
14	70800	Center Children & Adolescents
15	70300	Central State Hospital
16	29200	Central VA Community College
17	70700	Central VA Training Center
18	84200	Chesapeake Bay Commission
19	20000	Children's Services
20	24200	Christopher Newport University
21	11300	Circuit Courts
22	77300	Coffeewood Correctional Center
23	20400	College of William and Mary
24	11600	Combined District Courts
25	95700	Comm Attys' Services Council
26	41300	Comm on VA Alcohol Safety Pgm
27	15700	Compensation Board
28	87600	Conflict Int & Ethics Adv Cncl
29	22900	Coop Extension & Agr Experimnt
30	23400	[illegible]

Emergency Contact Query
V_HR_EMERGENCY_CONTACT

REVISED: 6/2/2023

DESCRIPTION:
This query is used to view emergency contact information. It indicates when changes were made to an emergency contact. This query should be run on a recurring basis to ensure personnel files contain up to date emergency contact information.

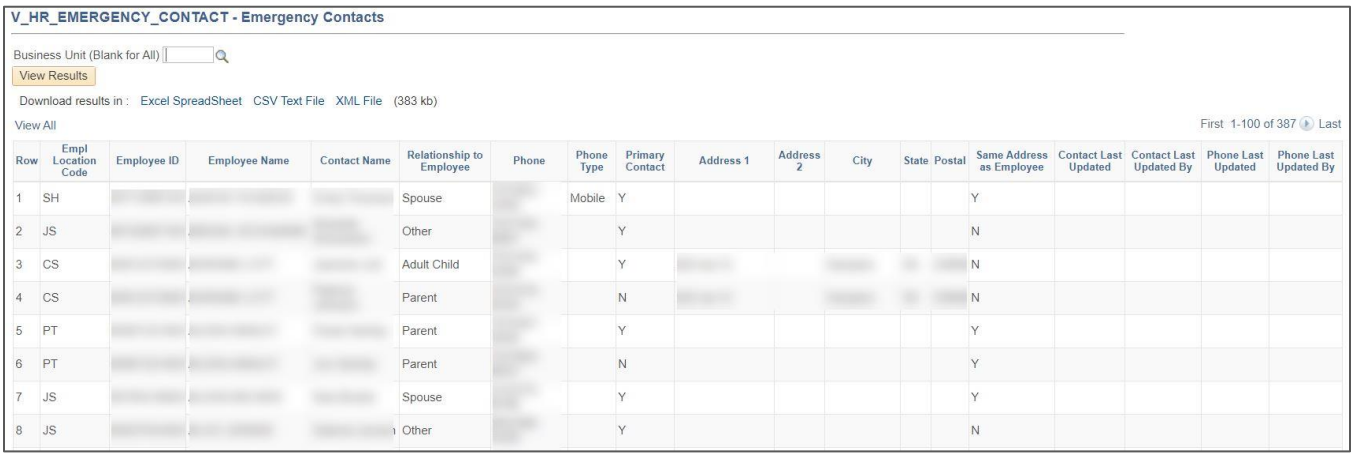
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_EMERGENCY_CONTACT

INPUT / SEARCH CRITERIA:
Business Unit

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
No input fields are required to generate this query.

Screenshot of the Emergency Contact Query



Row	Empl Location Code	Employee ID	Employee Name	Contact Name	Relationship to Employee	Phone	Phone Type	Primary Contact	Address 1	Address 2	City	State	Postal	Same Address as Employee	Contact Last Updated	Contact Last Updated By	Phone Last Updated	Phone Last Updated By
1	SH				Spouse		Mobile	Y						Y				
2	JS				Other			Y						N				
3	CS				Adult Child			Y						N				
4	CS				Parent			N						N				
5	PT				Parent			Y						Y				
6	PT				Parent			N						Y				
7	JS				Spouse			Y						Y				
8	JS				Other			Y						N				

Employee Data Upload Error Query
V_HR_EMPLOYEE_UPLOAD_ERROR

REVISED: 2/4/2025

DESCRIPTION:
The query will select the data from HR003 Employee Data Upload Error Table and generate the data into a workable excel file that includes error and warning messages. The current HR005 Employee Data Upload Error report pdf version will be the model for the new report. Further, this query is used to research and review Employee Upload Errors based on user requests.

This query will provide interfacing agencies the ability to view Employee Data Upload errors created when loading data from agency systems into Cardinal. The Agency HR, DHRM, and PPS will be the primary audience for the use of this query. This new query will supplement, not replace the existing VHRR005 Error Report. It will be used to produce excel (or any format supported by query) output to allow end user to manipulate data as needed**.**

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_EMPLOYEE_UPLOAD_ERROR

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
Business Unit (required)	HTML
Company (Optional)	Excel
Date From (Required)	CSV
Date To (Required: must be > or = to Date From)	

ADDITIONAL INFORMATION:
From Date and **To Date** fields are required. This query may be run by submitting agencies only, not by child agencies who do not have access to submitting agencies data. The **Business Unit** parameter is the submitting agency business unit and the **Company** may be specified if multiple companies are included within the submitting agency's purview.

Screenshot of the Employee Data Upload Error Query

V_HR_EMPLOYEE_UPLOAD_ERROR - Employee Data Upload Error

*Business Unit 99900
Company (Blank for All)
*Date From 01/01/2025
*Date To 01/30/2025

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (54 kb)

View All

First 1-100 of 115 Last

Row	Business Unit	Company	Employee ID Number	Employee Record Number	Effective Sequence Number	Line Number	Error Field Name	Field Value	Error Type	Error Description	File Name	Upload Date	Total File EE Rows Submitted	Total File EE Rows Loaded	Total File Errors	Total File Warnings
1											99900_HR003_IN_01012025_1745_001.DAT	01/02/2025	1	1	0	
2	99900	ABC		0	1	3			W	Warning -- The employee's HR primary job (as determined by the Job Indicator) has been terminated. (1000,606)	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
3	99900	ABC		0	1	3	EFFDT	2025-01-01	E	Employee Personal Data has effective dated rows greater than or equal to the effective date of this transaction	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
4	99900	ABC		0	1	5	ACTION	PER	E	Effective date in file is different/Same from Cardinal but the values on file are same as in Cardinal: Transaction not loaded.	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
5	99900	ABC		1	1	6	ACTION	PER	E	Effective date in file is different/Same from Cardinal but the values on file are same as in Cardinal: Transaction not loaded.	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
6	99900	ABC		0	1	7	NAME		W	There is a change in the Name	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
7	99900	ABC		0	1	8	ACTION	PER	E	Effective date in file is different/Same from Cardinal but the values on file are same as in Cardinal: Transaction not loaded.	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
8	99900	ABC		0	1	10	EMPLID		W	Employee transferred from ABCW0N2X. Taxes, active earnings and deductions should be validated	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
9	99900	ABC		0	1	10			W	Warning -- FTE was changed and no change was made to Standard Hours or Work Period. (1500,121)	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
10	Field			0	1	7	EMAIL_ADDRESS		W	Email not updated - Job record in the file is not the primary job	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
11	99900	ABC		0	1	1	ACTION	PER	E	Effective date in file is different/Same from Cardinal but the values on file are same as in Cardinal: Transaction not loaded.	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14
12	99900	ABC		0	1	2			W	Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll. (2000,478)	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14
13	99900	ABC		0	1	3			W	Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll. (2000,478)	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14
14	99900	ABC		0	1	4	ACTION	PER	E	Effective date in file is different/Same from Cardinal but the values on file are same as in Cardinal: Transaction not loaded.	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14
15	99900	ABC		0	1	5			W	Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll. (2000,478)	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14
16	99900	ABC		0	1	7			W	Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll. (2000,478) ; Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll. (2000,478)	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14
17	99900	ABC		0	1	8			W	Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll. (2000,478)	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14
18	99900	ABC		0	1	9			W	Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll. (2000,478)	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14

Employees with Temporary SSNs Query
V_HR_TEMP_SSN

REVISED: 09/15/2021

DESCRIPTION:
This custom query is used to monitor employees with temporary social security numbers (SSN). In Cardinal, temporary SSNs begin with a 907 and were assigned by Virginia Retirement System (VRS) for salaried employees or by DHRM for hourly employees. The user can monitor and take action on SSNs that need updating.

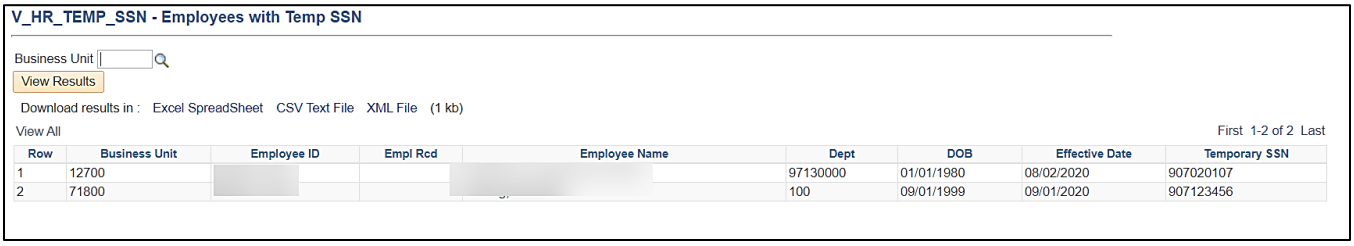
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_TEMP_SSN

INPUT / SEARCH CRITERIA:
Business Unit

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
There are no required fields for this query.

Screenshot of the Employees with Temporary SSNs Query


V_HR_TEMP_SSN - Employees with Temp SSN

Business Unit

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

First 1-2 of 2 Last

Row	Business Unit	Employee ID	Empl Rcd	Employee Name	Dept	DOB	Effective Date	Temporary SSN
1	12700				97130000	01/01/1980	08/02/2020	907020107
2	71800				100	09/01/1999	09/01/2020	907123456

EPR Audit Query
V_HR_EPR_AUDIT_Query

REVISED: 12/05/2024

DESCRIPTION:
This is an audit query that identifies changes made to the EPR tool by agency. This query includes date and time of EPR tool changes, user ID and name of person who made the change, and the fields on the page that were changed including value before and after change made. Also provided is the user ID and name of who certified the EPR data for said month.

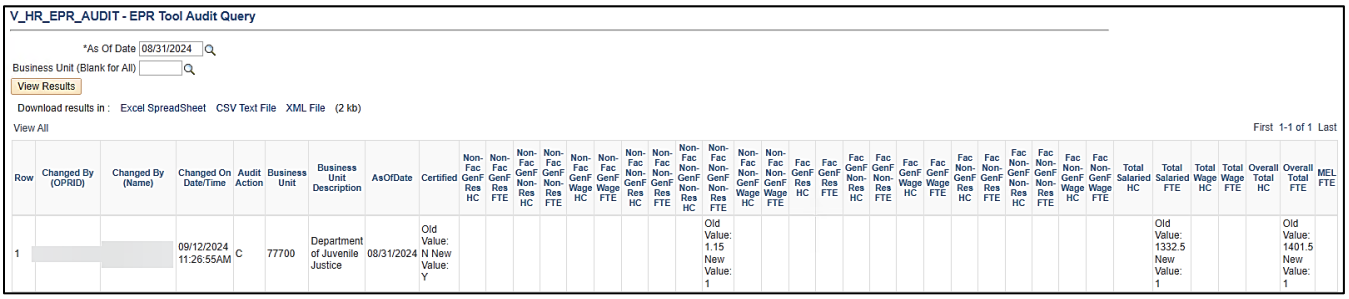
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_EPR_AUDIT

INPUT / SEARCH CRITERIA:
As Of Date (blank for all)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
No input fields are required to generate this query.

Screenshot of the EPR AUDIT QUERY



V_HR_EPR_AUDIT - EPR Tool Audit Query

*As Of Date 08/31/2024

Business Unit (Blank for All)

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All

First 1-1 of 1 Last

Row	Changed By (OPRID)	Changed By (Name)	Changed On Date/Time	Audit Action	Business Unit	Business Unit Description	AsOfDate	Certified	Non-Fac GenF Res HC	Non-Fac GenF Res FTE	Non-Fac GenF Non-Res HC	Non-Fac GenF Non-Res FTE	Non-Fac GenF Wage HC	Non-Fac GenF Wage FTE	Non-Fac Non-GenF Res HC	Non-Fac Non-GenF Res FTE	Non-Fac Non-GenF Non-Res HC	Non-Fac Non-GenF Non-Res FTE	Non-Fac Non-GenF Wage HC	Non-Fac Non-GenF Wage FTE	Fac GenF Res HC	Fac GenF Res FTE	Fac GenF Non-Res HC	Fac GenF Non-Res FTE	Fac GenF Wage HC	Fac GenF Wage FTE	Fac Non-GenF Res HC	Fac Non-GenF Res FTE	Fac Non-GenF Non-Res HC	Fac Non-GenF Non-Res FTE	Fac Non-GenF Wage HC	Fac Non-GenF Wage FTE	Total Salaried HC	Total Salaried FTE	Total Wage HC	Total Wage FTE	Overall Total HC	Overall Total FTE	MEL FTE
1			09/12/2024 11:26:55AM	C	77700	Department of Juvenile Justice	08/31/2024	Old Value: N New Value: Y										Old Value: 1.15 New Value: 1															Old Value: 1332.5 New Value: 1				Old Value: 1401.5 New Value: 1	

EPR Certification Query
V_HR_EPR_CERT

REVISED: 09/15/2021

DESCRIPTION:
This query identifies which agencies have not certified the Employee Position Reports (EPR) process for the month.

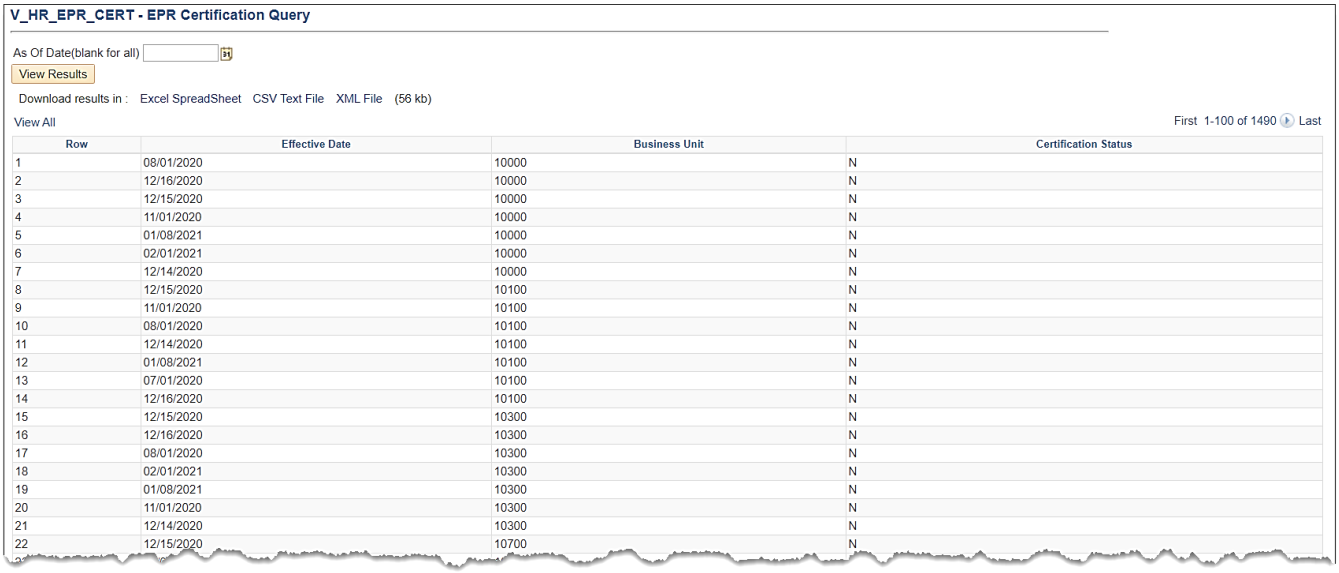
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_EPR_CERT

INPUT / SEARCH CRITERIA:
As Of Date (blank for all)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
No input fields are required to generate this query.

Screenshot of the EPR Certification Query



V_HR_EPR_CERT - EPR Certification Query

As Of Date(blank for all)

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (56 kb)

View All

First 1-100 of 1490 Last

Row	Effective Date	Business Unit	Certification Status
1	08/01/2020	10000	N
2	12/16/2020	10000	N
3	12/15/2020	10000	N
4	11/01/2020	10000	N
5	01/08/2021	10000	N
6	02/01/2021	10000	N
7	12/14/2020	10000	N
8	12/15/2020	10100	N
9	11/01/2020	10100	N
10	08/01/2020	10100	N
11	12/14/2020	10100	N
12	01/08/2021	10100	N
13	07/01/2020	10100	N
14	12/16/2020	10100	N
15	12/15/2020	10300	N
16	12/16/2020	10300	N
17	08/01/2020	10300	N
18	02/01/2021	10300	N
19	01/08/2021	10300	N
20	11/01/2020	10300	N
21	12/14/2020	10300	N
22	12/15/2020	10700	N

EPR Data Validation Query
V_HR_EPR_DATA_VALIDATION

REVISED: 12/06/2024

DESCRIPTION:
This query is used by agencies to validate that their EPR data is accurate prior to completing the certification process. The query provides a detailed spreadsheet of job and position department default funding data results for all filled positions as of the end of the month. Results should then be summed and filtered by reporting category, General vs Non-General funding, position type, and employee class. This query provides details regarding split funded positions that are filled; therefore, an employee may be returned on multiple rows of this query to include percentages within each fund or program code.

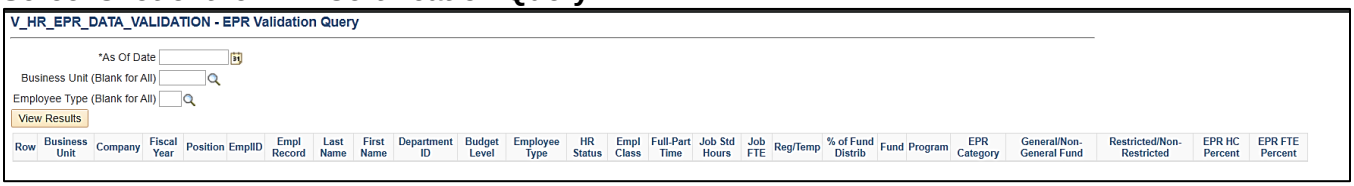
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_EPR_DATA_VALIDATION

INPUT / SEARCH CRITERIA:
As Of Date (blank for all)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
No input fields are required to generate this query.

Screenshot of the EPR Certification Query



HR Location Code Query
V_HR_LOCATION_CODE QUERY

REVISED: 1/30/2024

DESCRIPTION:

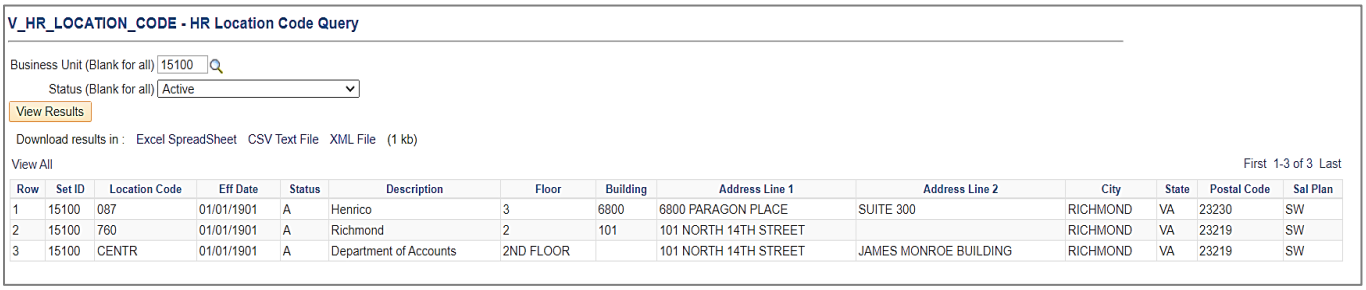
This query displays all the active and inactive location codes by business unit. Agency HR can use this query to extract location codes within their agency.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_LOCATION_CODE

INPUT / SEARCH CRITERIA:
Business Unit (Blank for all)
Status (Blank for all)

OUTPUT FORMAT:
HTML
Excel

Screenshot of the Location Code Query



V_HR_LOCATION_CODE - HR Location Code Query

Business Unit (Blank for all) 15100
Status (Blank for all) Active
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)
View All
First 1-3 of 3 Last

Row	Set ID	Location Code	Eff Date	Status	Description	Floor	Building	Address Line 1	Address Line 2	City	State	Postal Code	Sal Plan
1	15100	087	01/01/1901	A	Henrico	3	6800	6800 PARAGON PLACE	SUITE 300	RICHMOND	VA	23230	SW
2	15100	760	01/01/1901	A	Richmond	2	101	101 NORTH 14TH STREET		RICHMOND	VA	23219	SW
3	15100	CENTR	01/01/1901	A	Department of Accounts	2ND FLOOR		101 NORTH 14TH STREET	JAMES MONROE BUILDING	RICHMOND	VA	23219	SW

"This query displays all the active and inactive location codes by business unit.

Agency HR can use this query to extract location codes within their agency."

Job Code Table Query
V_HR_JOBCODE_SALARY

REVISED: 09/15/2021

DESCRIPTION:
This query lists active job codes and related information including the date on which they are effective, and the associated salary Minimum and Maximum range.

HR Administrators and DHRM Operations use this query as a reference tool of the Job Code Data Table.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_JOBCODE_SALARY

INPUT / SEARCH CRITERIA:
Set ID

OUTPUT FORMAT:
HTML
Excel
XML

ADDITIONAL INFORMATION:
The **Set ID** field should always be 'STATE', not the agency Set ID. This field is a required field and cannot be left blank.

Screenshot of the Job Code Table Query

V_HR_JOBCODE_SALARY - Job code Table Query

Set ID STATE

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1104 kb)

View All First 1-100 of 3657 Last

Row	Set ID	Job Code	Effective Date	Effective Status	Description	Short Desc	Job Function	Sal Plan	Grade	Step	Job Family	Sal Range Min Rate	Sal Range Mid Rate	Sal Range Max Rate
1	STATE	00119	01/01/1901	A	Lieutenant Governor	00119	UGR	AH	119	0	11000	0.000000	0.000000	0.000000
2	STATE	00121	01/01/1901	A	Governor	00121	UGR	AH	121	0	11000	0.000000	0.000000	0.000000
3	STATE	00122	01/01/1901	A	Director of Planning & Budget	00122	UGR	AH	122	0	11000	0.000000	0.000000	0.000000
4	STATE	00123	01/01/1901	A	Adjutant General	00123	UGR	AH	123	0	11000	0.000000	0.000000	0.000000
5	STATE	00127	01/01/1901	A	St Coor of Emergency Mgmt	00127	UGR	AH	127	0	11000	0.000000	0.000000	0.000000
6	STATE	00129	01/01/1901	A	Dir of Human Resource Mgmt	00129	UGR	AH	129	0	11000	0.000000	0.000000	0.000000
7	STATE	00132	01/01/1901	A	Commissioner Dept of Elections	00132	UGR	AH	132	0	11000	0.000000	0.000000	0.000000
8	STATE	00136	01/01/1901	A	Chief Information Officer	00136	UGR	AH	136	0	11000	0.000000	0.000000	0.000000
9	STATE	00140	01/01/1901	A	Dir Dept of Crim Justice Servc	00140	UGR	AH	140	0	11000	0.000000	0.000000	0.000000
10	STATE	00141	01/01/1901	A	Attorney General	00141	UGR	AH	141	0	11000	0.000000	0.000000	0.000000

Job Data Query
V_HR_JOB_QUERY

REVISED: 11/20/2024

DESCRIPTION:
This query provides current job and employee demographic details by action and action reason based upon the As of date generated. This query may not show future dated hires.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_JOB_QUERY

INPUT / SEARCH CRITERIA:

*As of date
Business Unit (Leave Blank for All)
Dept ID (Leave Blank for All)
Action (Leave Blank for All)
Reason (Leave Blank for All)
VPA Only (Leave Blank for All)
Empl_Type (Leave Blank for All)
Job Code (Leave Blank for All)
SOC (Leave Blank for All)
HR Status

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:
As of date field is a required field.

Screenshot of the Job Data Query

Row	Business Unit	Company	Department	Last Name	First Name	Empl ID	Empl Rcd	Effective Date	Effective Sequence	Action	Action Reason	Action Date	Position Nbr	Establishment	Empl Class	Pay Group	Employee Type	Tax Location	FICA Status	Job Std Hours	Layoff Notification Date	STD Claim Number	Recall Elig Flg	Position Description	HR Status	Ben Status	Payroll Status	VPA Only
1	18100	DLI	18100	Sticks	Chop	00017760000	0	06/10/2023	0	PAY	SLI	06/10/2023	DLI00077	DOLI	CLS	SM1	S	680	N	40.00			N	Office Services Supervisor Sr	A	A	A	Y
2	18100	DLI	18100	Splash	Back	00079139800	0	06/10/2023	0	PAY	SLI	06/10/2023	DLI00032	DOLI	CLS	SM1	S	760	N	40.00			N	Fiscal Technician Senior	A	A	A	Y
3	18100	DLI	18100	Top	Counter	00103632400	2	06/10/2023	0	PAY	SLI	06/10/2023	DLI00275	DOLI	CLS	SM1	S	760	N	40.00			N	Legal Assistant	A	A	A	Y
4	18100	DLI	18100	Oven	Microwave	00122707500	0	06/10/2023	0	PAY	SLI	06/10/2023	DLI00043	DOLI	CLS	SM1	S	770	N	40.00			N	VPP Manager	A	A	A	Y
5	18100	DLI	18100	Rack	Bakers	00124098500	0	06/25/2023	0	POS	RTC	06/27/2023	DLI00269	DOLI	CLS	SM1	S	760	N	40.00			N	VOSH Health Director	A	A	A	Y
6	18100	DLI	18100	Tile	Ceramic	00139207400	0	06/10/2023	0	HIR	NEW	06/13/2023	DLI00059	DOLI	CLS	SM1	S	760	N	40.00			N	L&I Assistant Commissioner	A	A	A	Y
7	18100	DLI	18100	Washer	Dish	00139216500	0	06/10/2023	0	PAY	SLI	06/10/2023	DLI00450	DOLI	CLS	SM1	S	191	N	40.00			N	Health Compliance Officer Sr	A	A	A	Y

Screenshot of the Job Data Query (scrolled right)

Job Code	Job Code Description	Supervisor ID	Standard Occup Classification	Salary Plan	Grade	Step	Reg/Temp	Full-Part Time	Compensation Frequency	State Comp Rate	Non State Comp Rate	Special Comp Rate	Hourly Comp Rate	Month-Pays (Config 8)	Pos Std Hrs	Reports To	Location	FTE	Probation Date	Agency Start Date	Company Seniority Date	Employee State Begin Date	Agency Use Field 1	Agency Use Field 2	Agency Use Field 3	Non Auto-pay	Position Entry Date	Jobcode Entry Date	VRS Plan (Config 1)	Benefit Plan (Config 2)	Time Entry (Config 3)	VRS Bill Code (Config 6)	Health Bill Code (Config 9)
19221	Gen Admin Supv I/Coord I	DLI00086	43-1011	SW	4	0	R	F	S	50000.000000	0.000000	0.000000	0.000000	12-24	40.00	DLI00086	LYNC	1.000000		09/16/1974	01/25/1975	09/16/1974				N	09/16/1974	11/10/2021	VSN0000	181001000	Y	30181	SF-GB
19013	Admin and Office Spec III	DLI00485	43-3031	SW	3	0	R	F	S	50000.000000	0.000000	0.000000	0.000000	12-24	40.00	DLI00485	RICH	1.000000		07/25/2009	07/25/2006	07/25/2009				N	07/25/2009	07/25/2009	VNY0000	181001000	Y	30181	SF-GB
19013	Admin and Office Spec III	DLI00464	23-2011	SW	3	0	R	F	S	50000.000000	0.000000	0.000000	0.000000	12-24	40.00	DLI00464	RICH	1.000000		07/10/2003	06/10/1984	07/10/2003				N	07/10/2003	07/10/2003	VSY0000	181001000	Y	30181	SF-GB
69036	Compliance Manager II	DLI00456	11-9199	SW	6	0	R	F	S	50000.000000	0.000000	0.000000	0.000000	12-24	40.00	DLI00456	ROAN	1.000000		03/16/1991	02/10/1983	02/16/1983				N	06/10/2005	03/25/2013	VSY0000	181001000	Y	30181	SF-GB

Job Mass Update Query
V_HR_JOB_MASS_DATA_CHANGE QUERY

REVISED: 12/19/2023

DESCRIPTION:
This query Is used to get the most current effective dated row of job data as a starting point for building a Job Data Mass Upload file. Additional guidance is provided on the Job Data Mass Upload Template.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_JOB_MASS_DATA_CHANGE

INPUT / SEARCH CRITERIA:
*As of date
Unit
Dept ID

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
As of date field is a required field.

Screenshot of the Job Mass Update Query

V_HR_JOB_MASS_DATA_CHANGE - Job Mass Update query

*As of Date 09/01/2023
Unit
Dept ID
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (111 kb)
View All

Row	Business Unit	EmplId	Empl Rcd	Effective Date	Action	Action Reason	Position Nbr	EstablID	Employee Class	Paygroup	Employee Type	Tax Location	FICA Status	Job Std Hrs	State Comp Rate	ST Comp Freq	Non State Comp Rate	Non ST Comp Freq	State Ben Comp Rate	State Ben Comp Freq	Hourly Comp Rate	Hourly Comp Freq	Special Comp Rate	Special Comp Freq	Layoff Notce Dt	STD Claim Num
1			0	06/10/2023	PAY	SLI			CLS	SM1	S	760	N	40.00	80858.000000	A	0.000000		0.000000		0.000000		0.000000			
2			0	06/10/2023	PAY	SLI			CLS	SM1	S	760	N	40.00	171332.000000	A	0.000000		0.000000		0.000000		0.000000			
3			0	06/10/2023	PAY	SLI			CLS	SM1	S	760	N	40.00	85968.000000	A	0.000000		0.000000		0.000000		0.000000			
4			0	06/10/2023	PAY	SLI			CLS	SM1	S	760	N	40.00	121248.000000	A	0.000000		0.000000		0.000000		0.000000			
5			0	06/10/2023	PAY	SLI			CLS	SM1	S	760	N	40.00	117913.000000	A	0.000000		0.000000		0.000000		0.000000			
6			0	06/10/2023	PAY	SLI			CLS	SM1	S	760	N	40.00	146515.000000	A	0.000000		0.000000		0.000000		0.000000			

Screenshot of the Job Mass Update Query (scrolled right)

STD Claim Num	Recall Elig Flg	Citizenship	ESS Time-Keeper Code	Month-Pays	Empl Status / Bill Prem Code	Non Auto-pay	Employee Eligible for Telework	Agency Use 1	Agency Use 2	Agency Use 3	Eligibility Group
	N	1	Y	12-24	SF-GB	N	I				VSDPELGGRP
	N	1	Y	12-24	SF-GB	N	W				VSDPELGGRP
	N	1	Y	12-24	SF-GB	N	W				VSDPELGGRP
	N	1	Y	12-24	SF-GB	N	W				TRADELGGRP
	N	1	Y	12-24	SF-GB	N	W				VSDPELGGRP
	N	1	Y	12-24	SF-GB	N	W				VSDPELGGRP

Legislative Salary Increase Query
V_HR_LEG_SALARY_INC QUERY

REVISED: 10/11/2024

DESCRIPTION:

This query is configured to identify employee's eligible for salary increases based upon requirements published in the DHRM Fiscal (FY) Authorizations and Compensation Memorandum. This automated tool should be used by the agency to evaluate, verify, and process salary increases. This query is also used to retrieve legislative salary Increases that were processed in previous cycles after those cycles have been closed.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_LEG_SALARY_INC

INPUT / SEARCH CRITERIA:

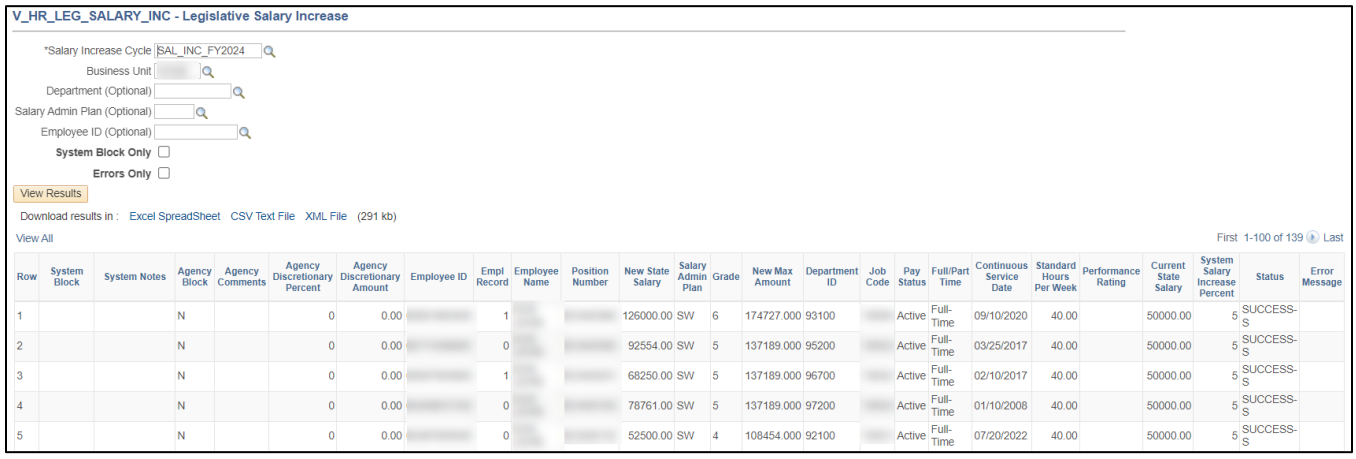
*Salary Increase Cycle
Business Unit
Department (Optional)
Salary Admin Plan (Optional)
Employee ID (Optional)
System Block Only (checkbox)
Errors Only (checkbox)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:
Salary Increase Cycle field is a required.

Screenshot of the Legislative Salary Increase Query



Row	System Block	System Notes	Agency Block	Agency Comments	Agency Discretionary Percent	Agency Discretionary Amount	Employee ID	Empl Record	Employee Name	Position Number	New State Salary	Salary Admin Plan	Grade	New Max Amount	Department ID	Job Code	Pay Status	Full/Part Time	Continuous Service Date	Standard Hours Per Week	Performance Rating	Current State Salary	System Salary Increase Percent	Status	Error Message
1			N		0	0.00		1			126000.00	SW	6	174727.000	93100		Active	Full-Time	09/10/2020	40.00		50000.00	5	SUCCESS-S	
2			N		0	0.00		0			92554.00	SW	5	137189.000	95200		Active	Full-Time	03/25/2017	40.00		50000.00	5	SUCCESS-S	
3			N		0	0.00		1			68250.00	SW	5	137189.000	96700		Active	Full-Time	02/10/2017	40.00		50000.00	5	SUCCESS-S	
4			N		0	0.00		0			78761.00	SW	5	137189.000	97200		Active	Full-Time	01/10/2008	40.00		50000.00	5	SUCCESS-S	
5			N		0	0.00		0			52500.00	SW	4	108454.000	92100		Active	Full-Time	07/20/2022	40.00		50000.00	5	SUCCESS-S	

Missing Email Query
V_HR_MISSING_EMAIL

REVISED: 07/26/2022

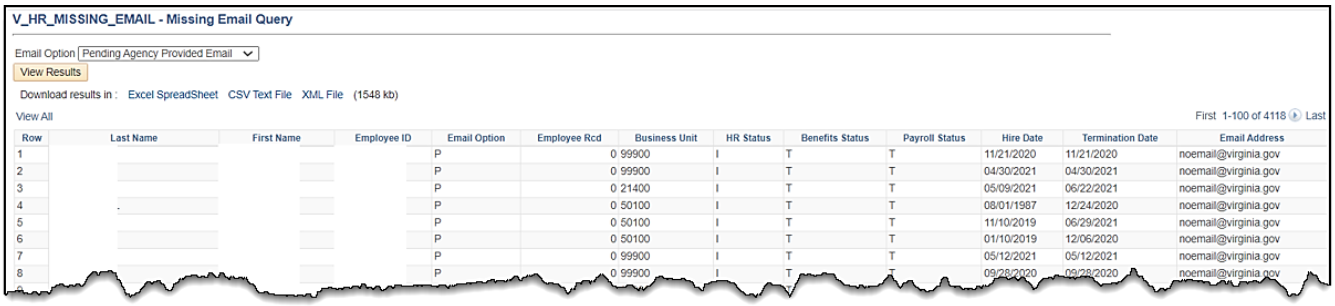
DESCRIPTION:
This query lists employees that are pending the assignment of a business email and those employees who have an employee provided email of “noemail@virginia.gov". No other variations of this email address will show up in this query. Without a valid email address, the employee will not be able to log into Cardinal.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_MISSING_EMAIL

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
Email Option	HTML Excel

ADDITIONAL INFORMATION:
Email Options are Agency Provided Email (A), Employee Provided Email (E) or Pending Agency Provided Email (P). The report displays only the business units the user has access to.

Screenshot of the Missing Email Query



Row	Last Name	First Name	Employee ID	Email Option	Employee Rcd	Business Unit	HR Status	Benefits Status	Payroll Status	Hire Date	Termination Date	Email Address
1				P	0	99900	I	T	T	11/21/2020	11/21/2020	noemail@virginia.gov
2				P	0	99900	I	T	T	04/30/2021	04/30/2021	noemail@virginia.gov
3				P	0	21400	I	T	T	05/09/2021	06/22/2021	noemail@virginia.gov
4				P	0	50100	I	T	T	08/01/1987	12/24/2020	noemail@virginia.gov
5				P	0	50100	I	T	T	11/10/2019	06/29/2021	noemail@virginia.gov
6				P	0	50100	I	T	T	01/10/2019	12/06/2020	noemail@virginia.gov
7				P	0	99900	I	T	T	05/12/2021	05/12/2021	noemail@virginia.gov
8				P	0	99900	I	T	T	09/28/2020	09/28/2020	noemail@virginia.gov

Multiple Active Jobs Query
V_HR_MULT_JOBS_QRY

REVISED: 06/28/2024

DESCRIPTION:
This query lists employees that have multiple active job records either in the same agency or different agencies (including employees on leave, layoff, or other active statuses).

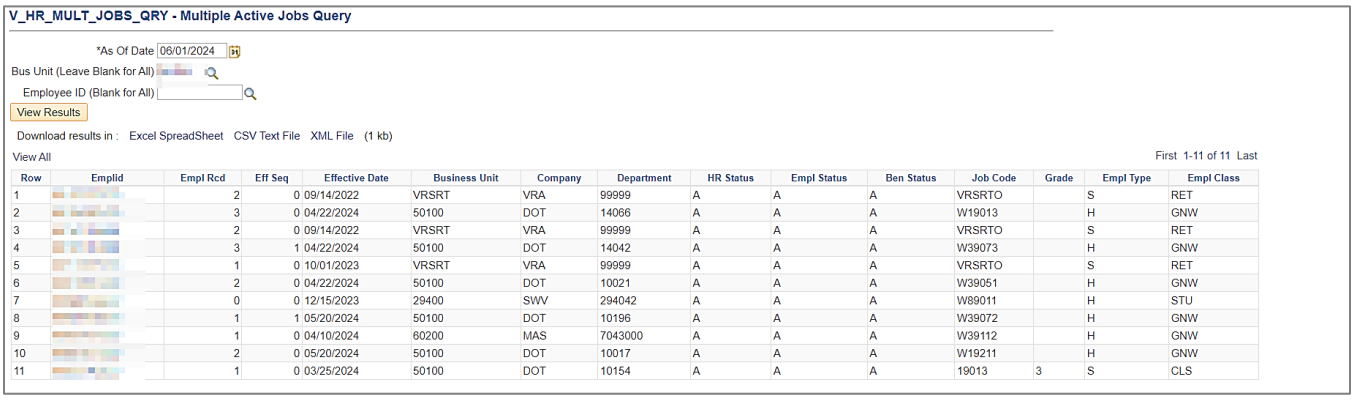
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_MULT_JOBS_QRY

INPUT / SEARCH CRITERIA:
As Of Date
Bus Unit (Leave Blank for All)
Employee ID (Blank for All)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
As Of Date field is a required field.

Screenshot of the Multiple Active Job Query



V_HR_MULT_JOBS_QRY - Multiple Active Jobs Query

*As Of Date 06/01/2024
Bus Unit (Leave Blank for All)
Employee ID (Blank for All)
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)
View All
First 1-11 of 11 Last

Row	Emplid	Empl Rcd	Eff Seq	Effective Date	Business Unit	Company	Department	HR Status	Empl Status	Ben Status	Job Code	Grade	Empl Type	Empl Class
1		2	0	09/14/2022	VRSRT	VRA	99999	A	A	A	VRSRTO		S	RET
2		3	0	04/22/2024	50100	DOT	14066	A	A	A	W19013		H	GNW
3		2	0	09/14/2022	VRSRT	VRA	99999	A	A	A	VRSRTO		S	RET
4		3	1	04/22/2024	50100	DOT	14042	A	A	A	W39073		H	GNW
5		1	0	10/01/2023	VRSRT	VRA	99999	A	A	A	VRSRTO		S	RET
6		2	0	04/22/2024	50100	DOT	10021	A	A	A	W39051		H	GNW
7		0	0	12/15/2023	29400	SWV	294042	A	A	A	W89011		H	STU
8		1	1	05/20/2024	50100	DOT	10196	A	A	A	W39072		H	GNW
9		1	0	04/10/2024	60200	MAS	7043000	A	A	A	W39112		H	GNW
10		2	0	05/20/2024	50100	DOT	10017	A	A	A	W19211		H	GNW
11		1	0	03/25/2024	50100	DOT	10154	A	A	A	19013	3	S	CLS

Performance Ratings Audit Query
V_PERFORMANCE_RATINGS_AUDIT

REVISED: 09/15/2021

DESCRIPTION:
This query details changes made on the Performance Ratings page including deleted rows. Results include performance ratings fields, user ID/username of person who made the change, and the date the change was made.

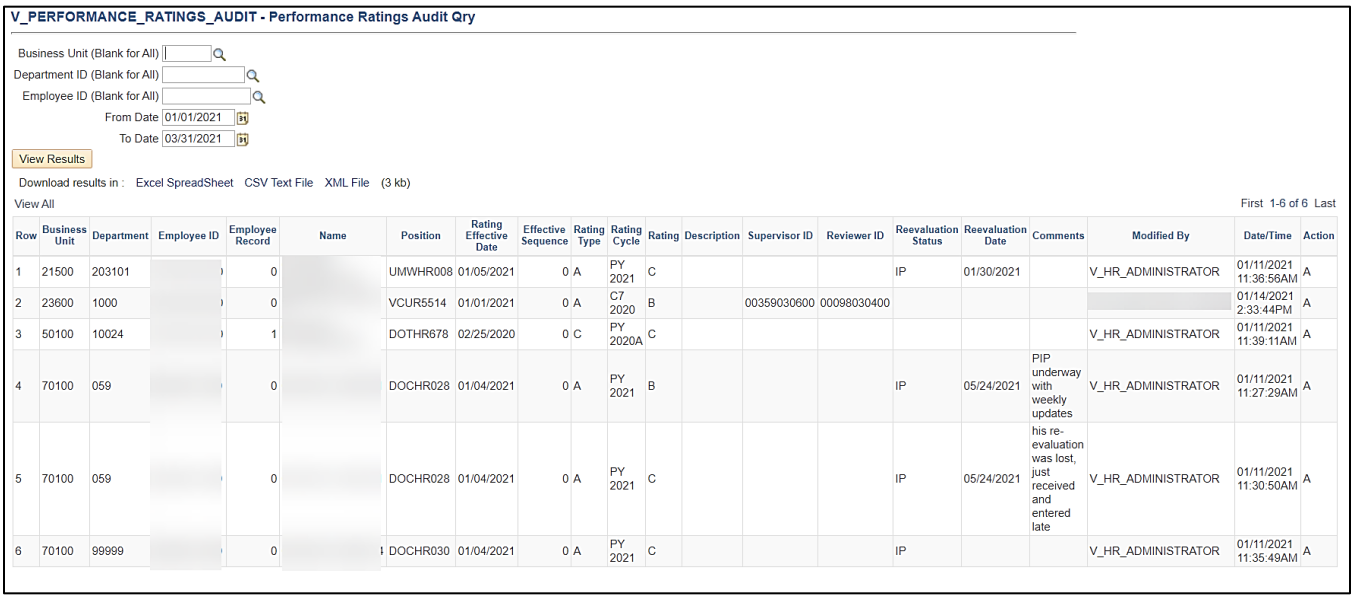
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PERFORMANCE_RATINGS_AUDIT

INPUT / SEARCH CRITERIA:
Business Unit
Department ID
Employee ID
From Date
To Date

OUTPUT FORMAT:
Excel
CSV

ADDITIONAL INFORMATION:
From Date and **To Date** fields are required fields.

Screenshot of the Performance Ratings Audit Query



V_PERFORMANCE_RATINGS_AUDIT - Performance Ratings Audit Qry

Business Unit (Blank for All)
Department ID (Blank for All)
Employee ID (Blank for All)
From Date 01/01/2021
To Date 03/31/2021

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (3 kb)

View All

First 1-6 of 6 Last

Row	Business Unit	Department	Employee ID	Employee Record	Name	Position	Rating Effective Date	Effective Sequence	Rating Type	Rating Cycle	Rating	Description	Supervisor ID	Reviewer ID	Reevaluation Status	Reevaluation Date	Comments	Modified By	Date/Time	Action
1	21500	203101		0		UMWHR008	01/05/2021	0	A	PY 2021	C				IP	01/30/2021		V_HR_ADMINISTRATOR	01/11/2021 11:36:56AM	A
2	23600	1000		0		VCUR5514	01/01/2021	0	A	C7 2020	B		00359030600	00098030400					01/14/2021 2:33:44PM	A
3	50100	10024		1		DOTHR678	02/25/2020	0	C	PY 2020A	C							V_HR_ADMINISTRATOR	01/11/2021 11:39:11AM	A
4	70100	059		0		DOCHR028	01/04/2021	0	A	PY 2021	B				IP	05/24/2021	PIP underway with weekly updates	V_HR_ADMINISTRATOR	01/11/2021 11:27:29AM	A
5	70100	059		0		DOCHR028	01/04/2021	0	A	PY 2021	C				IP	05/24/2021	his re-evaluation was lost, just received and entered late	V_HR_ADMINISTRATOR	01/11/2021 11:30:50AM	A
6	70100	99999		0		DOCHR030	01/04/2021	0	A	PY 2021	C				IP			V_HR_ADMINISTRATOR	01/11/2021 11:35:49AM	A

Performance Ratings Mass Upload Query
V_PERFORMANCE_RATING

REVISED: 12/19/2023

DESCRIPTION:
This query should be used by the Agency HR to extract the necessary data to populate the data changes to the HR371_Performance Rating Mass Upload Template.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PERFORMANCE_RATING

INPUT / SEARCH CRITERIA:

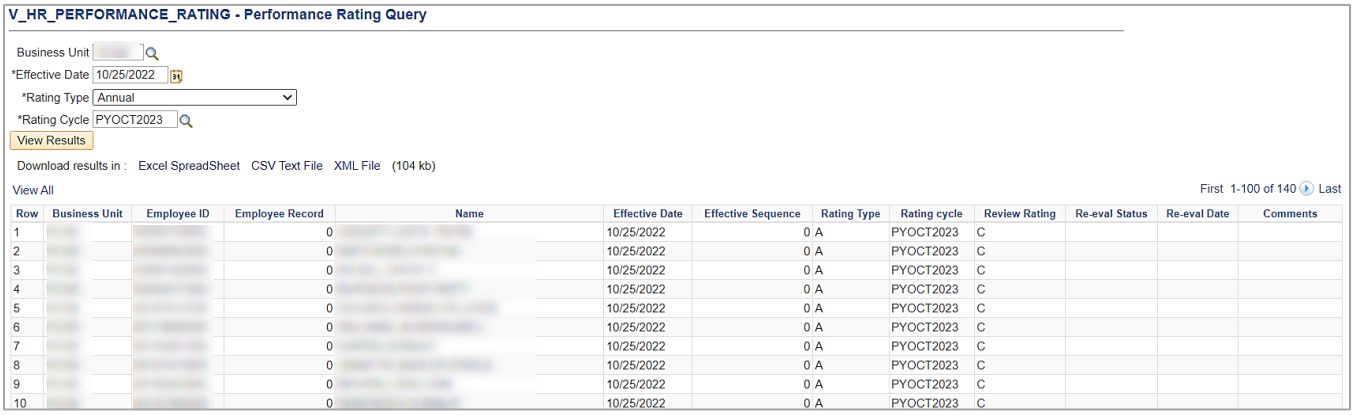
Business Unit
*Effective Date
*Rating Type
*Rating Cycle

OUTPUT FORMAT:

Excel
CSV

ADDITIONAL INFORMATION:
Effective Date, Rating Type and **Rating Cycle** fields are required.

Screenshot of the Performance Rating Mass Upload Query



Row	Business Unit	Employee ID	Employee Record	Name	Effective Date	Effective Sequence	Rating Type	Rating cycle	Review Rating	Re-eval Status	Re-eval Date	Comments
1			0		10/25/2022	0	A	PYOCT2023	C			
2			0		10/25/2022	0	A	PYOCT2023	C			
3			0		10/25/2022	0	A	PYOCT2023	C			
4			0		10/25/2022	0	A	PYOCT2023	C			
5			0		10/25/2022	0	A	PYOCT2023	C			
6			0		10/25/2022	0	A	PYOCT2023	C			
7			0		10/25/2022	0	A	PYOCT2023	C			
8			0		10/25/2022	0	A	PYOCT2023	C			
9			0		10/25/2022	0	A	PYOCT2023	C			
10			0		10/25/2022	0	A	PYOCT2023	C			

Personal Data Query
V_HR_PERSONAL_DATA

REVISED: 6/28/2024

DESCRIPTION:
This query displays personal data and employment status as of a specific date. The Exclude Contact Information field was added to assist agencies with identifying employees whose contact information is omitted from employee and active directory extracts. This query may not return personal data if the hire is future dated.

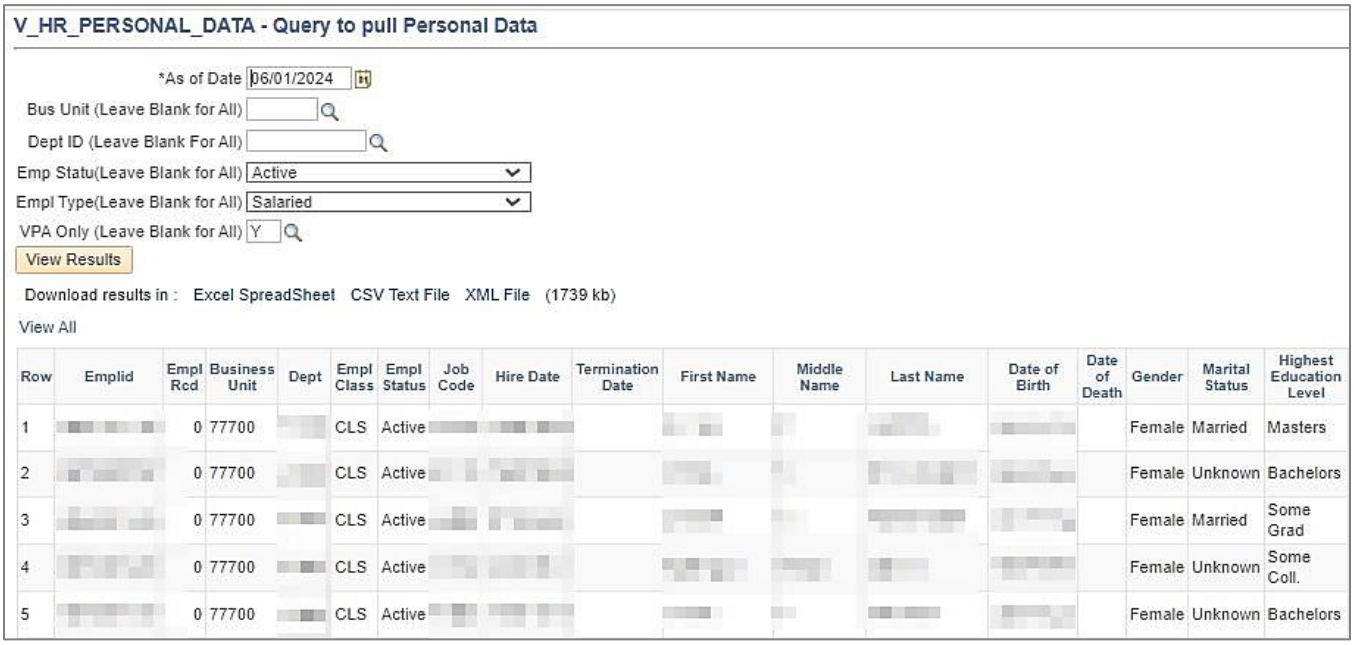
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_PERSONAL_DATA

INPUT / SEARCH CRITERIA:
As of Date
Bus Unit (Leave Blank for All)
Dept ID (Leave Blank for All)
Emp Status ((Leave Blank for All)
Empl Type (Leave Blank for All)
VPA Only (Leave Blank for All)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
As of Date field is a required field.

Screenshot of the Personal Data Query



Row	Emplid	Empl Rcd	Business Unit	Dept	Empl Class	Empl Status	Job Code	Hire Date	Termination Date	First Name	Middle Name	Last Name	Date of Birth	Date of Death	Gender	Marital Status	Highest Education Level
1		0	77700		CLS	Active									Female	Married	Masters
2		0	77700		CLS	Active									Female	Unknown	Bachelors
3		0	77700		CLS	Active									Female	Married	Some Grad
4		0	77700		CLS	Active									Female	Unknown	Some Coll.
5		0	77700		CLS	Active									Female	Unknown	Bachelors

Screenshot of the Personal Data Query (scrolled right)

Address 1	Address 2	City	State	Postal Code	Phone Type	Phone Number	Extension	Email Type	Email Address	Ethnic Group -1	Ethnic Group -2	Ethnic Group -3	Military Status	Description	Citizenship	Exclude Contact Information
			VA		BUSN			BUSN					1	Not indicated	Native	N
			VA		BUSN			BUSN					1	Not indicated	Native	N
			VA		BUSN			BUSN					1	Not indicated	Native	N
			VA		BUSN			BUSN					1	Not indicated	Native	N
			VA		BUSN			BUSN					1	Not indicated	Native	N

Position Data Information Query
V_HR_POSITION_DATA

REVISED: 1/11/2024

DESCRIPTION:
This query provides an extract of position data for Agency HR Administrators and DHRM Operations.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_POSITION_DATA

INPUT / SEARCH CRITERIA:
As of Date
Bus Unit (Leave Blank for All)
Deptid (Leave Blank for All)
Posn# (Leave Blank for All)
Title (Leave Blank for All)
Full/Part (Leave Blank for All)
Pos Status (Leave Blank for All)
Status (Leave Blank for All)
Job Code (Leave Blank for All)
Grade (Leave Blank for All)
SOC (Leave Blank for All)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
As of Date field is a required field.

Screenshot of the Position Data Information Query

V_HR_POSITION_DATA - Position Data information

*As of Date 01/11/2024
Bus Unit (Leave Blank for All)
Deptid (Leave Blank for All)
Posn# (Leave Blank for All)
Title (Leave Blank for All)
Full/Part(Leave Blank for All) Full-Time
PosStatus(Leave Blank for All) Approved
Status(Leave Blank for All) Active
Job Code (Leave Blank for All)
Grade (Leave Blank for All)
SOC (Leave Blank for All)

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1124 kb)

View All

Row	Position Nbr	Position Status	Descr	Business Unit	Eff Date	Dept ID	Job Code	Status	Company	Reg - Temp	Full - Part Time	Sal Plan	Grade	Position Action	Position Reason	Action Date	Confidential Position	Filled/Vacant	Reports To	Location	Std Hours	FLSA Stat	FTE	Position Review Date
1		A			08/25/2023		17	A		R	F	SW	6	POS	RTC	09/06/2023	N	1			40.00	P	1.000000	
2		A			10/09/2022		15	A		R	F	SW	4	POS	UPD	10/31/2022	N	0			40.00	P	1.000000	
3		A			08/25/2023		12	A		R	F	SW	5	POS	UPD	09/06/2023	N	1			40.00	P	1.000000	
4		A			09/06/2023		16	A		R	F	SW	5	POS	RTC	09/06/2023	N	1			40.00	P	1.000000	
5		A			11/03/2022		16	A		R	F	SW	5	POS	RTC	11/03/2022	N	0			40.00	P	1.000000	
6		A			08/25/2023		15	A		R	F	SW	4	POS	RLT	08/25/2023	N	1			40.00	P	1.000000	

Screenshot of the Position Data Information Query (scrolled right)

Position Months	Position Economic Interests	Position EEO Code	Position Safety Sensitive Ind	SOC	Position Alternate Work Schedu	Sensitive Position code	Position Agency Field1	Position Agency Field 2	Position Agency Field 3	Supervisor's Position Number	Workers Comp Hazard code	Position License 1	Position Licenses 2	Position Licenses 3	Critical-Hard-to-Hire	VPA Covered	Supv Lvl	Drug Program
12.00	Y	1	Y		Y	N			0000000000		7720				N	Y	M	N
12.00	N	4	N		N	N			0000000000		7720				N	Y	S	N
12.00	N	4	N		N	N			0000000000		7720				N	Y	S	N
12.00	N	1	Y		N	Y			0000000000		7720				N	Y	M	N
12.00	N	1	N		N	Y			0000000000		7720				N	Y	M	N

Position Data Upload Error Query
V_HR_POSITION_DATA_UPLOAD_ERROR

REVISED: 2/4/2025

DESCRIPTION:
This query will select the data from HR006/RHR041 Position Data Upload Error Table and generate the data into a workable excel file that includes error and warning messages. Further, this query is used to research and review Position Upload Errors. The Agency HR, DHRM, Payroll Service Bureau and PPS.

This query will provide interfacing agencies the ability to view Position Data Upload errors created when loading data from agency systems into Cardinal. This query is used to produce excel (or any format supported by query) output to allow end user to manipulate data as needed.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_POSITION_UPLOAD_ERROR

INPUT / SEARCH CRITERIA:
Business Unit (Required)
Company (Leave Blank for All)
Date From (Required)
Date To (Required: must be > or = to Date From)

OUTPUT FORMAT:
HTML
Excel
CSV

ADDITIONAL INFORMATION:
From Date and **To Date** fields are required. This query may be run by submitting agencies only, not by child agencies who do not have access to submitting agencies data. The **Business Unit** parameter is the submitting agency business unit and the **Company** may be specified if multiple companies are included within the submitting agency's purview.

Screenshot of the Position Data Upload Error Query

V_HR_POSITION_UPLOAD_ERROR - Position Data Upload Error Rpt

*Business Unit 99900
Company (Blank for All)
*Date From 01/01/2025
*Date To 01/30/2025
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)
View All
First 1-2 of 2 Last

Row	Business Unit	Company	Position	Line Number	Error Field Name	Field Value	Error Type	Error Description	File Name	Upload Date	Total File Count	Total File Processed	Total File Errors	Total File Warnings
1	99900	ABC	ABCW0JGR	2	ACTION_REASON	NEW	W	New Position Added with Dept ChartField Defaults. If change in ChartField is required make updates to the Position Default ChartField.	99900_HR006_IN_01062025_1730_001.DAT	01/06/2025	1	1	0	1
2									99900_HR006_IN_01082025_1730_001.DAT	01/08/2025	1	1	0	0

Position Default Funding Query
V_HR_POSN_DFLT_EMPL_DATA

REVISED: 11/01/2024

DESCRIPTION:
This query pulls Position and/or Department Level Default Funding for incumbents and includes the employee's name, position number, and pay rate (compensation). This query is used by HR Administrators and Budget Processors to verify position type, funding, and distribution percentages.

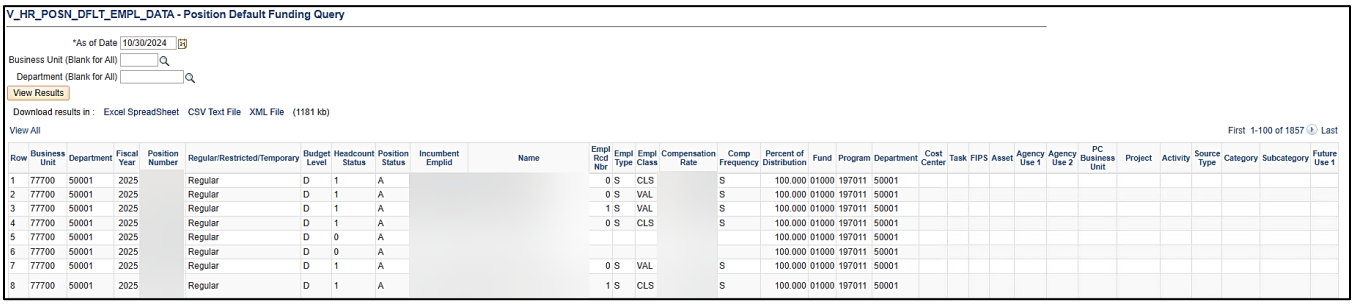
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_POSN_DFLT_EMPL_DATA

INPUT / SEARCH CRITERIA:
As of Date
Business Unit (Blank for All)
Department (Blank for All)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
As of Date field is a required field.

Screenshot of the Position Default Funding by Employee



V_HR_POSN_DFLT_EMPL_DATA - Position Default Funding Query

*As of Date 10/30/2024
Business Unit (Blank for All)
Department (Blank for All)
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (1181 kb)
View All
First 1-100 of 1857 Last

Row	Business Unit	Department	Fiscal Year	Position Number	Regular/Restricted/Temporary	Budget Level	Headcount Status	Position Status	Incumbent Emplid	Name	Empl Rcd Nbr	Empl Type	Empl Class	Compensation Rate	Comp Frequency	Percent of Distribution	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Future Use 1
1	77700	50001	2025		Regular	D	1	A			0	S	CLS		S	100.000	01000	197011	50001													
2	77700	50001	2025		Regular	D	1	A			0	S	VAL		S	100.000	01000	197011	50001													
3	77700	50001	2025		Regular	D	1	A			1	S	VAL		S	100.000	01000	197011	50001													
4	77700	50001	2025		Regular	D	1	A			0	S	CLS		S	100.000	01000	197011	50001													
5	77700	50001	2025		Regular	D	0	A								100.000	01000	197011	50001													
6	77700	50001	2025		Regular	D	0	A								100.000	01000	197011	50001													
7	77700	50001	2025		Regular	D	1	A			0	S	VAL		S	100.000	01000	197011	50001													
8	77700	50001	2025		Regular	D	1	A			1	S	CLS		S	100.000	01000	197011	50001													

Privatization Query
V_HR_PRIVATIZED

REVISED: 0/15/2021

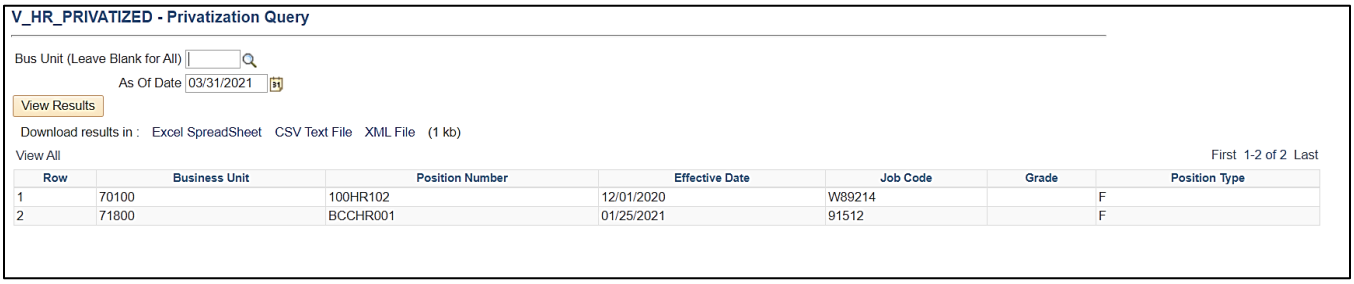
DESCRIPTION:
This query identifies positions with the Privatization Flag checked within a given time period. This query is for DHRM to monitor positions that have been privatized.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query Viewer - Search V_HR_PRIVATIZED

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Bus Unit (Leave Blank for All)	HTML
As Of Date	Excel

ADDITIONAL INFORMATION:
As Of Date field is a required field.

Screenshot of the Privatization Query



Row	Business Unit	Position Number	Effective Date	Job Code	Grade	Position Type
1	70100	100HR102	12/01/2020	W89214		F
2	71800	BCCHR001	01/25/2021	91512		F

Rewards and Recognition Audit Query
V_HR_REWARD_RECOG_AUDIT

REVISED: 12/20/2023

DESCRIPTION: This query will display details of all changes to Rewards and Recognition including the user ID and name of the person who made the change, the date of the change, and the action (Add, Delete, or Update). The end users of this query will be DHRM and Agency HR.

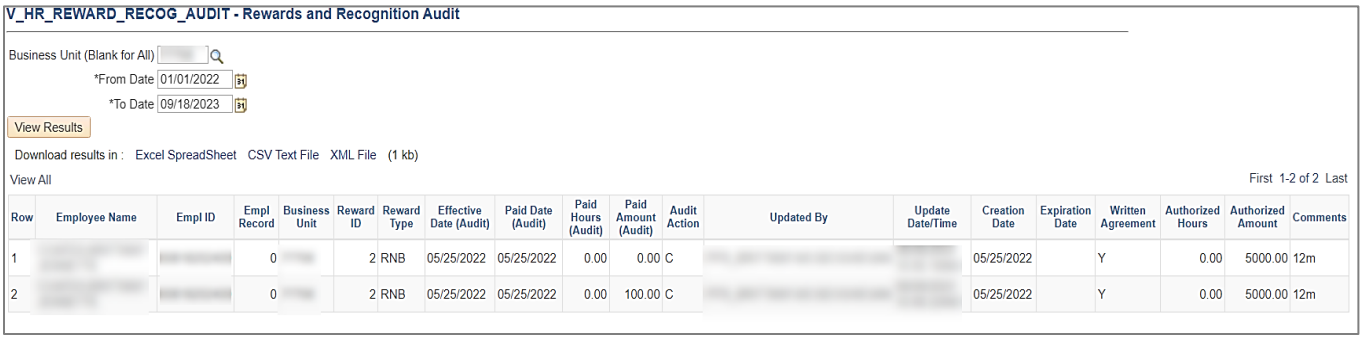
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query Viewer - Search V_HR_REWARD_RECOG_AUDIT

INPUT / SEARCH CRITERIA:
Bus Unit (Leave Blank for All)
*From Date
*To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
From Date and **To Date** fields are required.

Screenshot of the Rewards and Recognition Audit Query



V_HR_REWARD_RECOG_AUDIT - Rewards and Recognition Audit

Business Unit (Blank for All)
*From Date 01/01/2022
*To Date 09/18/2023

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All First 1-2 of 2 Last

Row	Employee Name	Empl ID	Empl Record	Business Unit	Reward ID	Reward Type	Effective Date (Audit)	Paid Date (Audit)	Paid Hours (Audit)	Paid Amount (Audit)	Audit Action	Updated By	Update Date/Time	Creation Date	Expiration Date	Written Agreement	Authorized Hours	Authorized Amount	Comments
1	[illegible]	[illegible]	0	[illegible]	2	RNB	05/25/2022	05/25/2022	0.00	0.00	C	[illegible]	[illegible]	05/25/2022		Y	0.00	5000.00	12m
2	[illegible]	[illegible]	0	[illegible]	2	RNB	05/25/2022	05/25/2022	0.00	100.00	C	[illegible]	[illegible]	05/25/2022		Y	0.00	5000.00	12m

Rewards and Recognition Query
V_HR_REWARD_RECOGN_MASS_DATA

REVISED: 08/25/2023

DESCRIPTION:

This query serves two different purposes:

1. New Reward checked: used to extract employee data needed to begin building a Rewards and Recognition Mass Upload Template. Additional instructions are provided on the Template.

2. New reward not checked: used as a query to provide employee rewards already entered, including amounts Authorized and Paid.

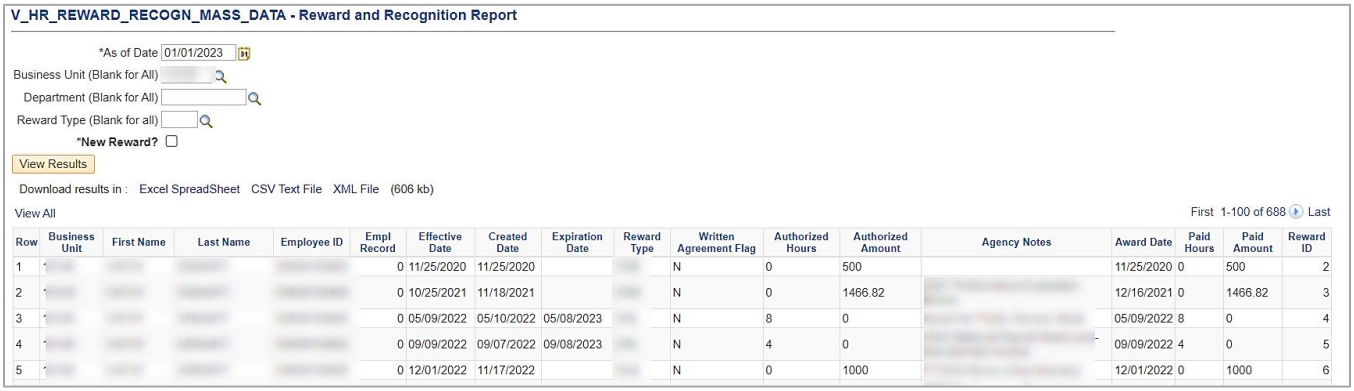
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query Viewer - Search
V_HR_REWARD_RECOGN_MASS_DATA

INPUT / SEARCH CRITERIA:
*As of Date
Bus Unit (Leave Blank for All)
Department (Leave Blank for All)
Reward Type (Leave Blank for All)
*New Reward

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
As of Date and **New Reward** fields are required.

Screenshot of the Rewards and Recognition Mass Query



Row	Business Unit	First Name	Last Name	Employee ID	Empl Record	Effective Date	Created Date	Expiration Date	Reward Type	Written Agreement Flag	Authorized Hours	Authorized Amount	Agency Notes	Award Date	Paid Hours	Paid Amount	Reward ID
1	[illegible]	[illegible]	[illegible]	[illegible]	0	11/25/2020	11/25/2020		[illegible]	N	0	500		11/25/2020	0	500	2
2	[illegible]	[illegible]	[illegible]	[illegible]	0	10/25/2021	11/18/2021		[illegible]	N	0	1466.82	[illegible]	12/16/2021	0	1466.82	3
3	[illegible]	[illegible]	[illegible]	[illegible]	0	05/09/2022	05/10/2022	05/08/2023	[illegible]	N	8	0	[illegible]	05/09/2022	8	0	4
4	[illegible]	[illegible]	[illegible]	[illegible]	0	09/09/2022	09/07/2022	09/08/2023	[illegible]	N	4	0	[illegible]	09/09/2022	4	0	5
5	[illegible]	[illegible]	[illegible]	[illegible]	0	12/01/2022	11/17/2022		[illegible]	N	0	1000	[illegible]	12/01/2022	0	1000	6

Rewards Review Query
V_HR_REWARDS_TRANSACTIONS

REVISED: 08/1/2024

DESCRIPTION:

This query should be used by Agency HR, DHRM, PPS and PSB, to identify employees that may be eligible for rewards and recognition using the timeframe the reward(s) data was entered (the date keyed, not the effective date) in the Rewards page in Cardinal. The results of this query do not include leave reward data only entered in Absence Management.

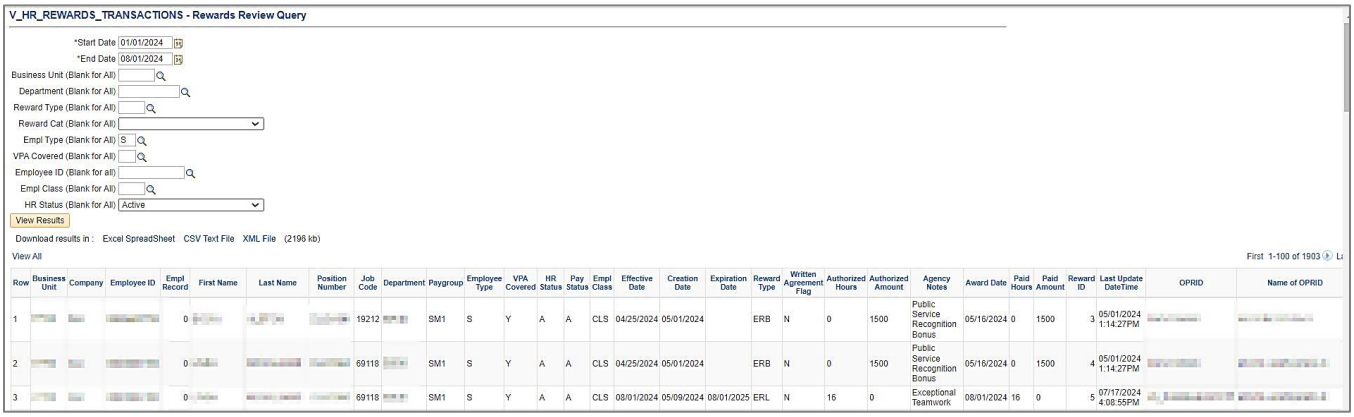
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query Viewer - Search V_HR_REWARDS_TRANSACTIONS

INPUT / SEARCH CRITERIA:
*Start Date
*End Date
Business Unit (Blank for All)
Department (Blank for All)
Reward Type (Blank for All)
Reward Cat (Blank for All)
Empl Type (Blank for All)
VPA Covered (Blank for All)
Emplid (Blank for All)
Empl Class (Blank for All)
HR Status (Blank for All)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
Start Date and **End Date** fields are required.

Screenshot of the Rewards Review Query



Row	Business Unit	Company	Employee ID	Empl Record	First Name	Last Name	Position Number	Job Code	Department	Paygroup	Employee Type	VPA Covered	HR Status	Pay Status	Empl Class	Effective Date	Creation Date	Expiration Date	Reward Type	Written Agreement Flag	Authorized Hours	Authorized Amount	Agency Notes	Award Date	Paid Hours	Paid Amount	Reward ID	Last Update DateTime	OPRID	Name of OPRID
1				0				19212		SM1	S	Y	A	A	CLS	04/25/2024	05/01/2024		ERB	N	0	1500	Public Service Recognition Bonus	05/16/2024	0	1500	3	05/01/2024 1:14:27PM		
2				0				69118		SM1	S	Y	A	A	CLS	04/25/2024	05/01/2024		ERB	N	0	1500	Public Service Recognition Bonus	05/16/2024	0	1500	4	05/01/2024 1:14:27PM		
3				0				69118		SM1	S	Y	A	A	CLS	08/01/2024	05/09/2024	08/01/2025	ERL	N	16	0	Exceptional Teamwork	08/01/2024	16	0	5	07/17/2024 4:08:55PM		

Salary Grade Query
V_HR_SAL_GRADE

REVISED: 09/15/2021

DESCRIPTION:

This query provides existing Salary Plan structures associated with the Agency Head (AH), as well as VPA Statewide (SW), and Northern Virginia (NV) Salary Plans using SET ID = STATE. The Salary Plans of FA, WG, and UG are set up under their respective Job Codes and can be reviewed using the V_HR_JOBCODE_SALARY_query.

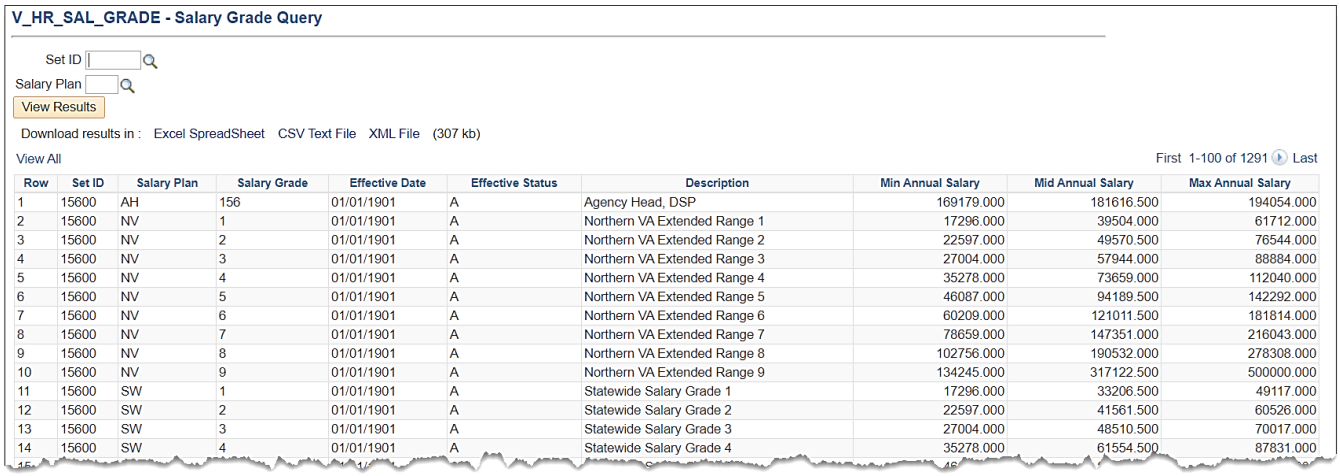
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query Viewer > V_HR_SAL_GRADE

INPUT / SEARCH CRITERIA:
Set ID
Salary Plan

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
There are no required fields for this query.

Screenshot of the Salary Grade Query



V_HR_SAL_GRADE - Salary Grade Query

Set ID
Salary Plan
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (307 kb)

View All First 1-100 of 1291 Last

Row	Set ID	Salary Plan	Salary Grade	Effective Date	Effective Status	Description	Min Annual Salary	Mid Annual Salary	Max Annual Salary
1	15600	AH	156	01/01/1901	A	Agency Head, DSP	169179.000	181616.500	194054.000
2	15600	NV	1	01/01/1901	A	Northern VA Extended Range 1	17296.000	39504.000	61712.000
3	15600	NV	2	01/01/1901	A	Northern VA Extended Range 2	22597.000	49570.500	76544.000
4	15600	NV	3	01/01/1901	A	Northern VA Extended Range 3	27004.000	57944.000	88884.000
5	15600	NV	4	01/01/1901	A	Northern VA Extended Range 4	35278.000	73659.000	112040.000
6	15600	NV	5	01/01/1901	A	Northern VA Extended Range 5	46087.000	94189.500	142292.000
7	15600	NV	6	01/01/1901	A	Northern VA Extended Range 6	60209.000	121011.500	181814.000
8	15600	NV	7	01/01/1901	A	Northern VA Extended Range 7	78659.000	147351.000	216043.000
9	15600	NV	8	01/01/1901	A	Northern VA Extended Range 8	102756.000	190532.000	278308.000
10	15600	NV	9	01/01/1901	A	Northern VA Extended Range 9	134245.000	317122.500	500000.000
11	15600	SW	1	01/01/1901	A	Statewide Salary Grade 1	17296.000	33206.500	49117.000
12	15600	SW	2	01/01/1901	A	Statewide Salary Grade 2	22597.000	41561.500	60526.000
13	15600	SW	3	01/01/1901	A	Statewide Salary Grade 3	27004.000	48510.500	70017.000
14	15600	SW	4	01/01/1901	A	Statewide Salary Grade 4	35278.000	61554.500	87831.000

Salary Grade/Step Query
V_HR_SALARY_GRADE_STEP_QUERY

REVISED: 09/15/2021

DESCRIPTION:
This query provides existing step structures within agencies that are using salary steps. If access to multiple agencies, the table configuration values displays for all applicable Business units.

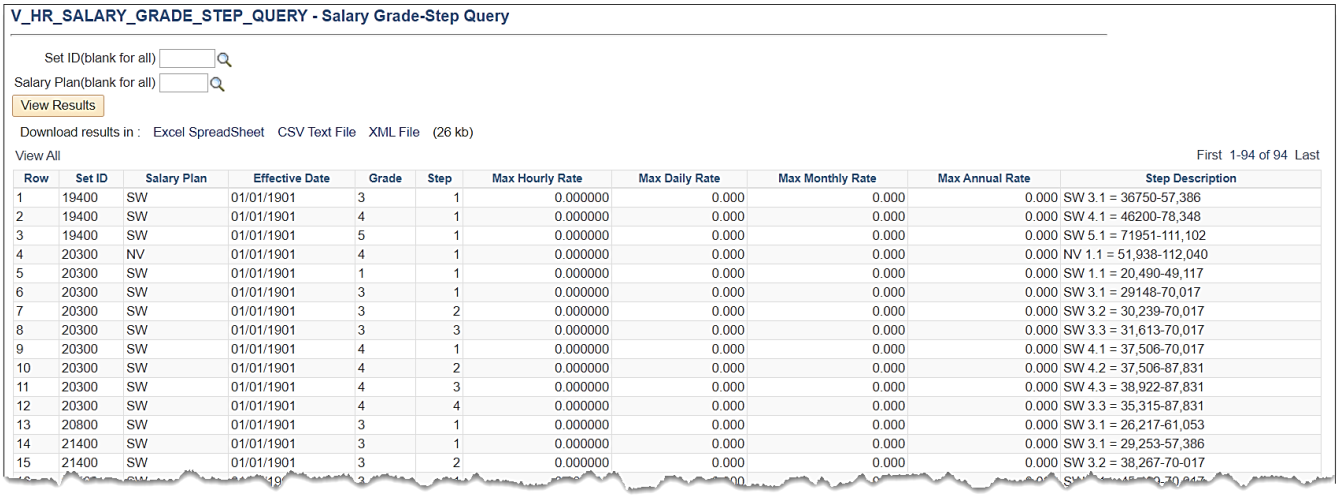
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_SALARY_GRADE_STEP_QUERY

INPUT / SEARCH CRITERIA:
Set ID (blank for all)
Salary Plan (blank for all)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
There are no required fields for this query.

Screenshot of the Salary Grade/Step Query



V_HR_SALARY_GRADE_STEP_QUERY - Salary Grade-Step Query

Set ID(blank for all)
Salary Plan(blank for all)
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (26 kb)
View All
First 1-94 of 94 Last

Row	Set ID	Salary Plan	Effective Date	Grade	Step	Max Hourly Rate	Max Daily Rate	Max Monthly Rate	Max Annual Rate	Step Description
1	19400	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 36750-57,386
2	19400	SW	01/01/1901	4	1	0.000000	0.000	0.000	0.000	SW 4.1 = 46200-78,348
3	19400	SW	01/01/1901	5	1	0.000000	0.000	0.000	0.000	SW 5.1 = 71951-111,102
4	20300	NV	01/01/1901	4	1	0.000000	0.000	0.000	0.000	NV 1.1 = 51,938-112,040
5	20300	SW	01/01/1901	1	1	0.000000	0.000	0.000	0.000	SW 1.1 = 20,490-49,117
6	20300	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 29148-70,017
7	20300	SW	01/01/1901	3	2	0.000000	0.000	0.000	0.000	SW 3.2 = 30,239-70,017
8	20300	SW	01/01/1901	3	3	0.000000	0.000	0.000	0.000	SW 3.3 = 31,613-70,017
9	20300	SW	01/01/1901	4	1	0.000000	0.000	0.000	0.000	SW 4.1 = 37,506-70,017
10	20300	SW	01/01/1901	4	2	0.000000	0.000	0.000	0.000	SW 4.2 = 37,506-87,831
11	20300	SW	01/01/1901	4	3	0.000000	0.000	0.000	0.000	SW 4.3 = 38,922-87,831
12	20300	SW	01/01/1901	4	4	0.000000	0.000	0.000	0.000	SW 3.3 = 35,315-87,831
13	20800	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 26,217-61,053
14	21400	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 29,253-57,386
15	21400	SW	01/01/1901	3	2	0.000000	0.000	0.000	0.000	SW 3.2 = 38,267-70-017

Teleworker Mass Upload Query
V_HR_TELEWORK_MASS_UPLOAD

REVISED: 12/20/2023

DESCRIPTION:

This query will extract telework agreement data from Cardinal. Agencies should use this query to extract the information needed to populate the data changes to the HR520_Teleworker Mass Upload Template.

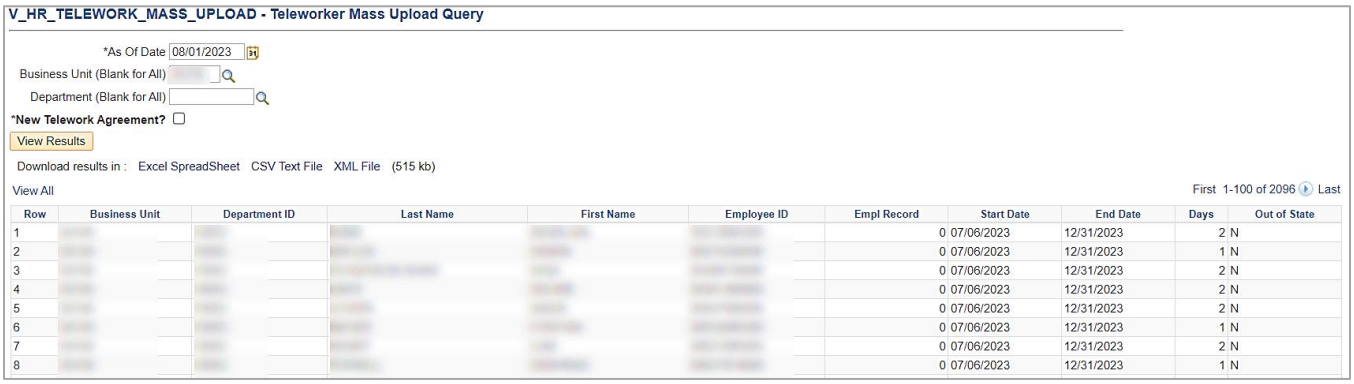
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_TELEWORK_MASS_UPLOAD

INPUT / SEARCH CRITERIA:
*As Of Date
Business Unit (blank for all)
Department (blank for all)
*New Telework Agreement (checkbox)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
As Of Date is a required fields for this query.

Screenshot of the Teleworker Mass Upload Query



Row	Business Unit	Department ID	Last Name	First Name	Employee ID	Empl Record	Start Date	End Date	Days	Out of State
1						0	07/06/2023	12/31/2023	2	N
2						0	07/06/2023	12/31/2023	1	N
3						0	07/06/2023	12/31/2023	2	N
4						0	07/06/2023	12/31/2023	2	N
5						0	07/06/2023	12/31/2023	2	N
6						0	07/06/2023	12/31/2023	1	N
7						0	07/06/2023	12/31/2023	2	N
8						0	07/06/2023	12/31/2023	1	N

Seniority Date Review Query
V_HR_CMPNY_SENIORITY_DT_REVIEW

REVISED: 12/20/2023

DESCRIPTION:
This query identifies changes made to the company seniority date, which is automatically updated when an Agency HR Administrator changes the Annual Leave Eligibility Date on the Job Data, Employment Data page. Agencies should use this query to identify missing Leave Eligibility and Company Seniority dates as well as who changed these date fields and when, because these fields populate to Absence Management and drive the employee leave accrual rates.

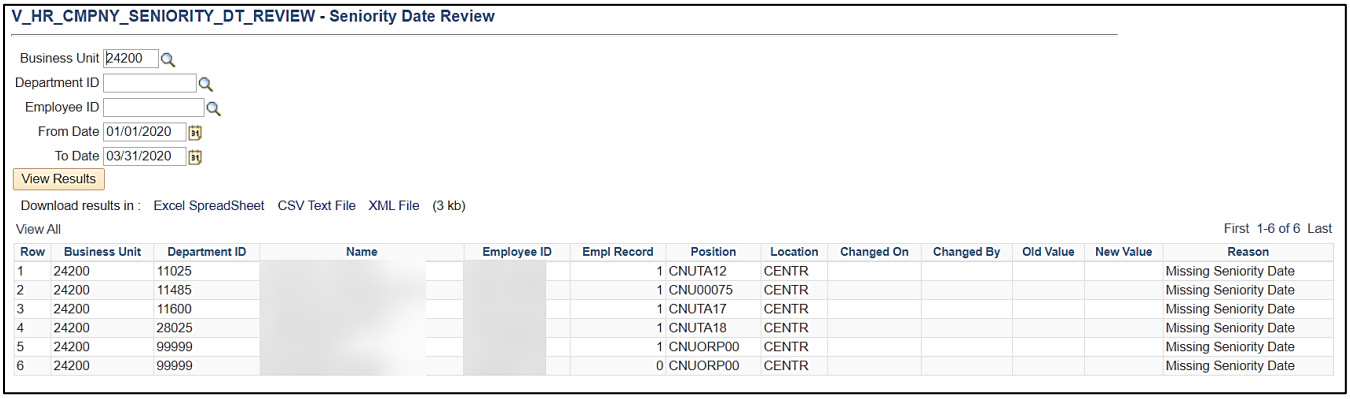
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_CMPNY_SENIORITY_DT_REVIEW

INPUT / SEARCH CRITERIA:
Business Unit
Department ID
Employee ID
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
Business Unit, **From Date** and **To Date** fields are required fields.

Screenshot of the Seniority Date Review Query



Row	Business Unit	Department ID	Name	Employee ID	Empl Record	Position	Location	Changed On	Changed By	Old Value	New Value	Reason
1	24200	11025			1	CNUTA12	CENTR					Missing Seniority Date
2	24200	11485			1	CNU00075	CENTR					Missing Seniority Date
3	24200	11600			1	CNUTA17	CENTR					Missing Seniority Date
4	24200	28025			1	CNUTA18	CENTR					Missing Seniority Date
5	24200	99999			1	CNUORP00	CENTR					Missing Seniority Date
6	24200	99999			0	CNUORP00	CENTR					Missing Seniority Date

Terminated Employee Query for DGS
V_HR_DGS_TERM_EMPLOYEES

REVISED: 09/15/2021

DESCRIPTION:
This query provides Department of General Services (DGS) the ability to identify terminated employees to support building security access.

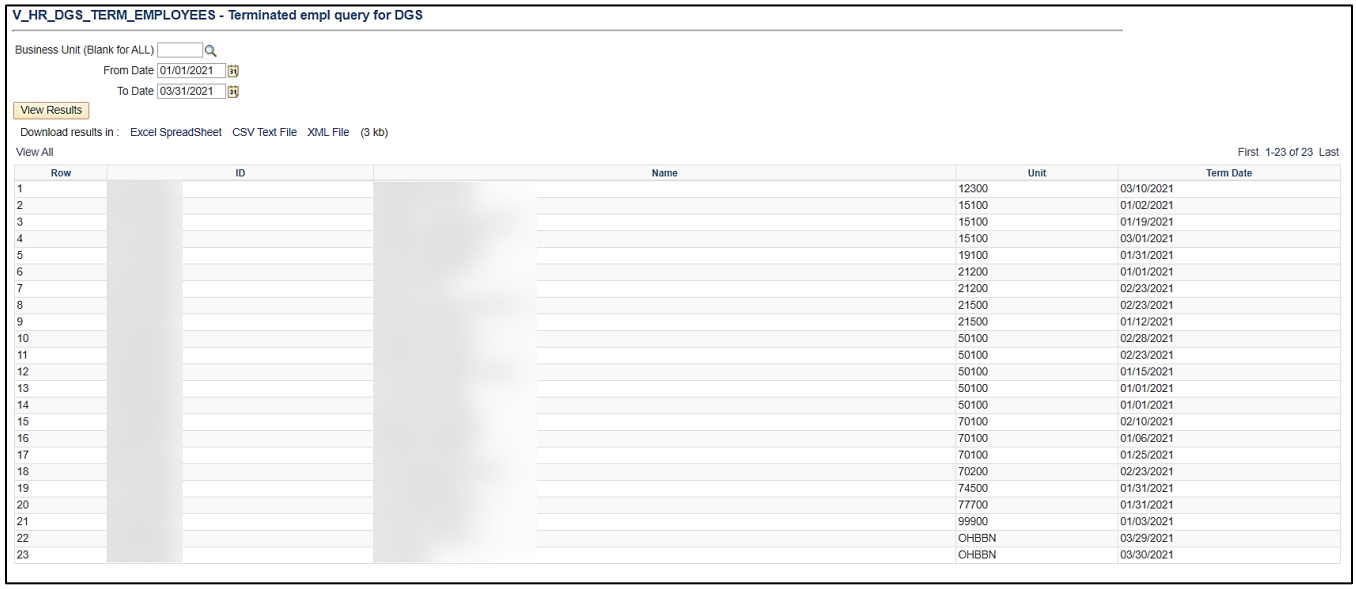
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_DGS_TERM_EMPLOYEES

INPUT / SEARCH CRITERIA:
Business (Blank for All)
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
From Date and **To Date** fields are required fields.

Screenshot of the Terminated Employee Query for DGS



V_HR_DGS_TERM_EMPLOYEES - Terminated empl query for DGS

Business Unit (Blank for ALL)
From Date 01/01/2021
To Date 03/31/2021
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (3 kb)
View All
First 1-23 of 23 Last

Row	ID	Name	Unit	Term Date
1			12300	03/10/2021
2			15100	01/02/2021
3			15100	01/19/2021
4			15100	03/01/2021
5			19100	01/31/2021
6			21200	01/01/2021
7			21200	02/23/2021
8			21500	02/23/2021
9			21500	01/12/2021
10			50100	02/28/2021
11			50100	02/23/2021
12			50100	01/15/2021
13			50100	01/01/2021
14			50100	01/01/2021
15			70100	02/10/2021
16			70100	01/06/2021
17			70100	01/25/2021
18			70200	02/23/2021
19			74500	01/31/2021
20			77700	01/31/2021
21			99900	01/03/2021
22			OHBBN	03/29/2021
23			OHBBN	03/30/2021

<This page is intended to be blank>

Action Reason Validation Report (RHR489)

REVISED: 09/15/2021

DESCRIPTION:
This report shows Job Data changes that are inconsistent with the definition of the action/action reason for classified employees only. The report only shows rows where the defined field level criteria were not met, such as a promotion transaction where the employee did not experience the required change in pay band/grade. Agencies and DHRM should use this report to identify transactions that do not comply with the DHRM Compensation policy and pay practice guidelines.

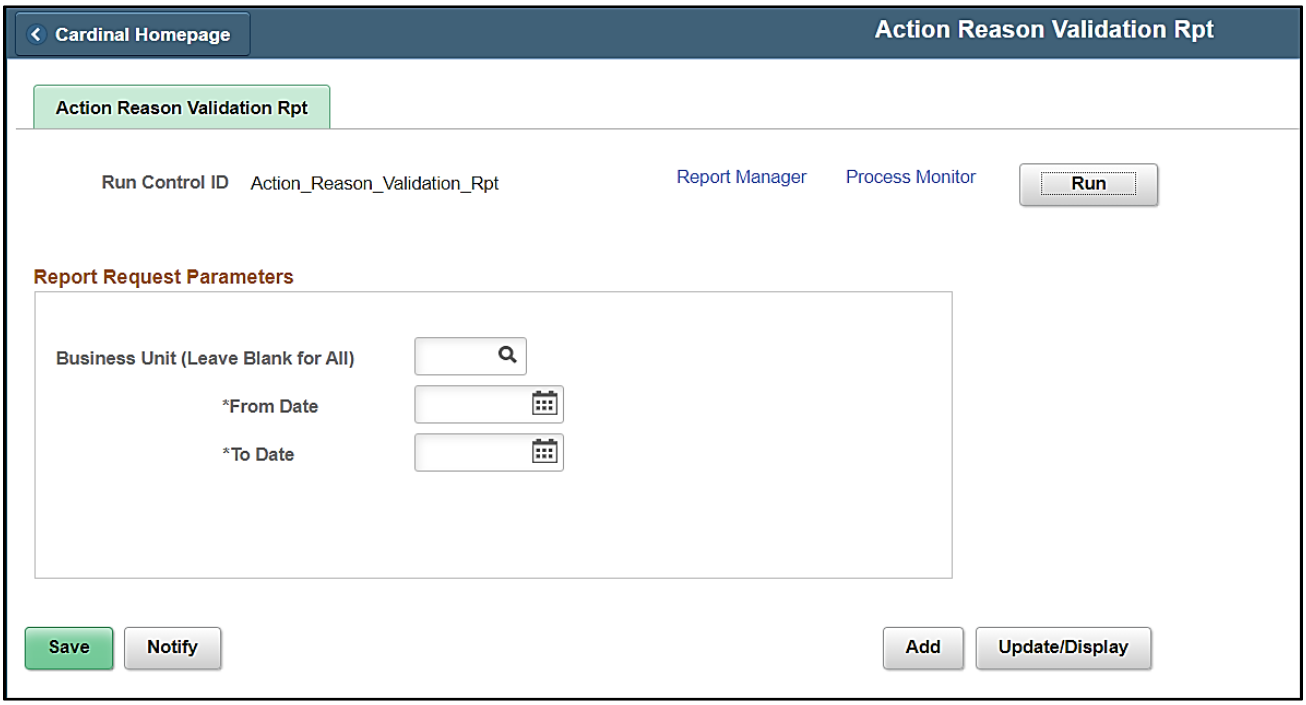
This report is used by Agency and Department of Human Resource Management (DHRM) HR staff to ensure actions comply with the Compensation Policy for Classified Employees.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Action Reason Validation Rpt

INPUT / SEARCH CRITERIA:
Business Unit (Leave Blank for All)
From Date
To Date

OUTPUT FORMAT:
PDF

Screenshot of the Action Reason Validation Report Run Control page



ADDITIONAL INFORMATION:
From Date and **To Date** fields are required fields.

Screenshot of the Action Reason Validation Report

Cardinal

Commonwealth of Virginia
Action Reason Validation Report

Run Date: 09/08/2021
Run Time: 11:18:13

Report ID: RHR489

Page 1 of 1

Business Unit:

From Date: 2019-10-01
To Date: 2020-01-31

Employee ID	EMPL Rcd	Name	Eff date	Eff Seq	Action	Reason	Business Unit	Sal Admin Plan	Grade	Position Number	Department	Comp Rate
	0		11/30/2019	0	XFR	REA	12700	SW	4			
			11/30/2019	0			12700	SW	4			
	1		12/10/2019	0	HIR	XPO	19400	SW	5			
			12/10/2019	0			21300	SW	5			
	1		10/01/2019	0	HIR	XPO	24100	SW	4			
			10/01/2019	0			24100	SW	4			
	0		11/27/2019	0	XFR	PRO	40300	SW	5			
			11/25/2019	0			40300	SW	5			
	0		11/30/2019	0	XFR	PRO	40300	SW	5			
			11/25/2019	0			40300	SW	5			
	0		10/08/2019	0	XFR	PRO	70100	SW	3			
			10/01/2019	0			70100	SW	5			
	1		11/30/2019	0	HIR	XPO	79400	SW	1			
			11/30/2019	0			26300	SW	2			

Compensation Eligibility Report (RHR361)

REVISED: 09/15/2021

DESCRIPTION:
This report monitors eligibility for compensation changes. The report displays three years of performance data and displays gross earnings and bonus balances for year to date.

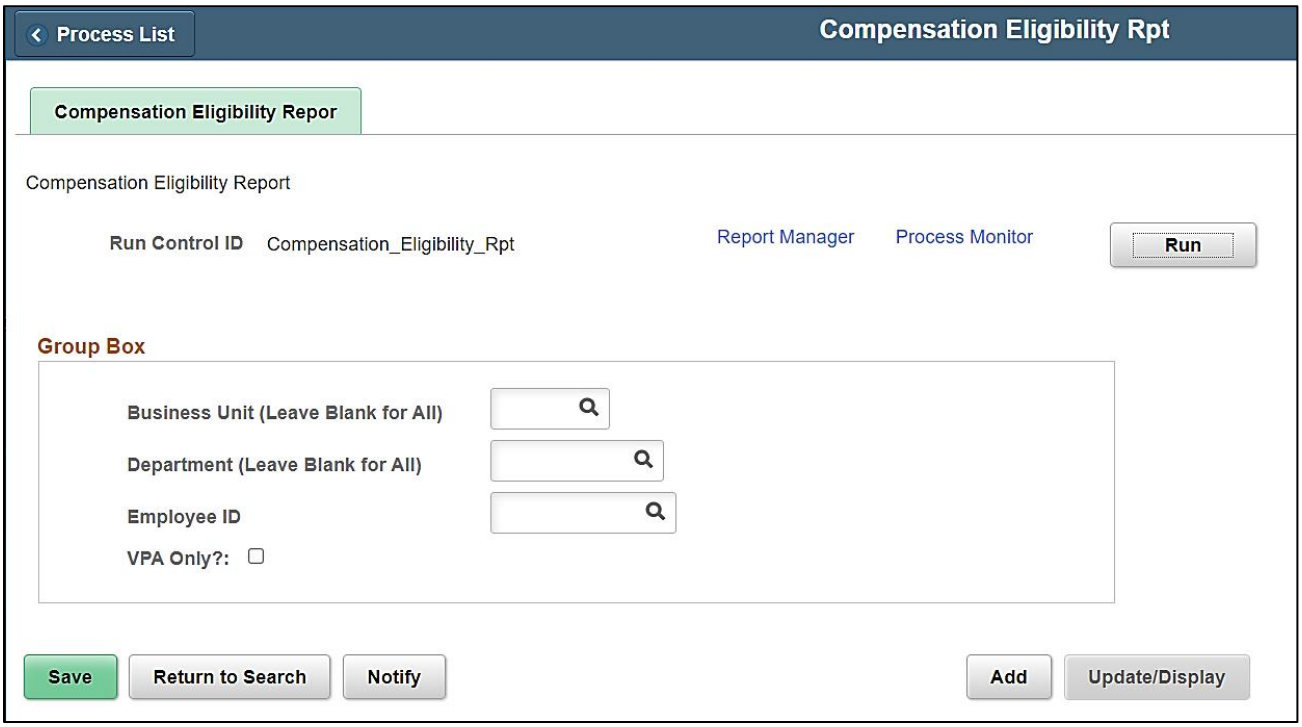
Agency and DHRM HR Subject Matter Experts (SMEs) and Managers use this report to validate eligibility for legislatively mandated and other compensation changes.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Compensation Eligibility Rpt

INPUT / SEARCH CRITERIA:
Business Unit (Leave Blank for All)
Department ID (Leave Blank for All)
Employee ID
Virginia Personnel Act (VPA) Only? (checkbox)

OUTPUT FORMAT:
Excel

Screenshot of the Compensation Eligibility Report Run Control Page



Screenshot of the Compensation Eligibility Report

Bus Unit	Department	Employee ID	Empl Rcd	Name		Position	Company	Job Code	Salary Plan	Grade	Step	Std Hours	State Salary	Non-State Salary	Special Pay	VPA?	Leave Service Date	Cont State Service Date	Prior Months of Service	Job Entry Date		Performance Rat Date
10000	1113005B		0			SOV7505B	SOV	COVA99	UG		0	40	14749	0	0	N		2017-01-08	0	2019-11-15		
10000	1113005B		0			SOV7505B	SOV	COVA99	UG		0	40	38500	0	0	N		2018-12-01	0	2019-11-15		
10000	1113005B		0			SOV7505B	SOV	COVA99	UG		0	40	38500	0	0	N		2018-12-01	0	2019-11-15		
10000	1113005B		0			SOV7505B	SOV	COVA99	UG		0	40	5300	0	0	N		2018-05-06	0	2019-11-15		
10000	1113005B		0			SOV7505B	SOV	COVA99	UG		0	40	5300	0	0	N		2018-05-06	0	2019-11-15		
10000	1113005B		0			SOV7505B	SOV	COVA99	UG		0	40	5300	0	0	N		2019-08-01	0	2019-11-15		
10000	1113005B		0			SOV7505B	SOV	COVA99	UG		0	40	5300	0	0	N		2019-08-01	0	2019-11-15		

Screenshot of the Compensation Eligibility Report (scrolled right)

	Performance Rating Date	Performance Rating Cycle	Performance Rating Type	Performance Rating		Effective Date	Action	Action Reason	Compensation Rate	Compensation Frequency	Change Amount	Change Percent		Reward ID	Reward Dt	Reward Type	Reward Amt
						2019-11-15	DTA	CNV	614.541667	S	0	0		0			0
						2018-12-01	HIR	CNV	1604.166667	S	0	0		0			0
						2019-11-15	DTA	CNV	1604.166667	S	0	0		0			0
						2018-05-06	HIR	CNV	220.833333	S	0	0		0			0
						2019-11-15	DTA	CNV	220.833333	S	0	0		0			0
						2019-08-01	HIR	CNV	220.833333	S	0	0		0			0
						2019-11-15	DTA	CNV	220.833333	S	0	0		0			0

Compensation Levels by Job Code and SOC Report (RHR427)

REVISED: 09/15/2021

DESCRIPTION:
This report is used to analyze compensation levels detailed by Job Code, Standard Occupational Classification (SOC) Code, or both. Once the compensation data is detailed by the desired code, the report displays the information by average, min, mid, median, max, and quartiles. Process this using the agency BU for agency-wide quartile data. Leave the BU field blank for statewide quartile data.

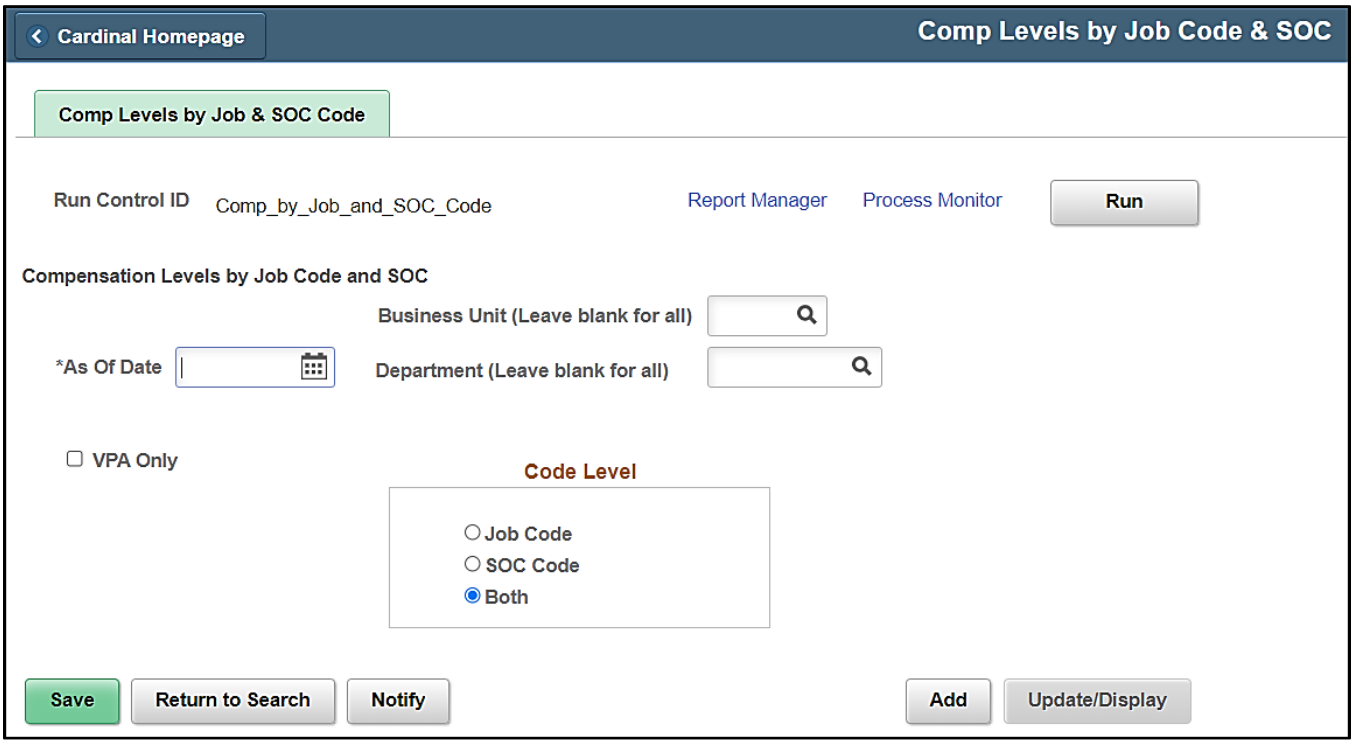
The end users are Agency HR and DHRM HR Staff.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Comp Levels by Job Code & SOC

INPUT / SEARCH CRITERIA:
Business Unit (Leave blank for all)
As of Date
Department (Leave blank for all)
VPA Only (checkbox)
Radio button for Code Level (Job Code, SOC Code, or Both)

OUTPUT FORMAT:
Excel

Screenshot of the Compensation Levels by Job Code and SOC Report Run Control Page



ADDITIONAL INFORMATION:
As of Date field is a required field.

Screenshot of the Compensation Levels by Job Code and SOC Report

Cardinal

Report ID: RHR427

Commonwealth of Virginia
Compensation Levels by Job Code and SOC
By Role Code and SOC Code

Run Date: 04/26/2021

As Of Date: 2021-03-31
VPA Only: N
Business Unit: 11000
Department: 11000
Code Level: Both

Role Code	Role Tittle	SOC Code	SOC Tittle	Number of Employees	Average Salaries	Lowest Salaries	First Quartile	Median Salary	Third Quartile	Highest Salaries
94112	Assistant Fiscal Officer	43-0000	Office and Administrative Support Occupations	1	43500.000	43500.000	43500.000	43500.000	43500.000	43500.000
COVA99	COV Default	13-2011	Accountants and Auditors	1	99360.000	99360.000	167275.000	99360.000	87000.000	99360.000
COVA99	COV Default	27-3041	Editors	1	87000.000	87000.000	167275.000	87000.000	87000.000	87000.000

As Of Date: 2021-03-31
VPA Only: N
Business Unit: 12700
Department: 98312600
Code Level: Both

Role Code	Role Tittle	SOC Code	SOC Tittle	Number of Employees	Average Salaries	Lowest Salaries	First Quartile	Median Salary	Third Quartile	Highest Salaries

COVA Personnel Actions History Report (RHR086)

REVISED: 1/11/2024

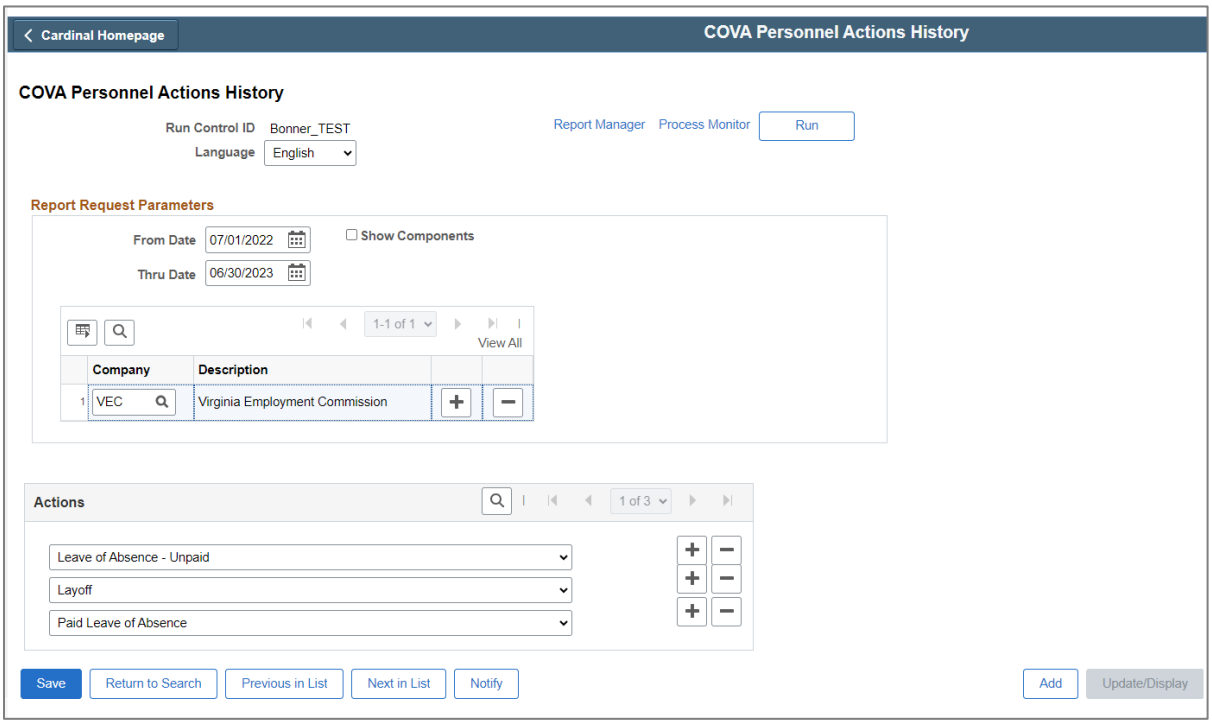
DESCRIPTION:
This is a custom report listing all employees within a Business Unit affected by job actions that were entered by a user between the From and To date requested in the report parameters. This report is used by agencies to populate and research multiple rows of historical job data for audit and analysis purposes. The report run control page provides the ability to drill into specific actions or to run populating all actions within a specific period of time. The Show Components checkbox will return the Compensation Salary Plan level (STATE vs BU alternate plan)

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > COVA Personnel Actions History

INPUT / SEARCH CRITERIA:
From Date
Thru Date
Show Components
Company
Actions

OUTPUT FORMAT:
CSV
HTM
PDF

Screenshot of the COVA Personnel Actions History Report Run Control Page



ADDITIONAL INFORMATION:
Select **CSV on the Process Scheduler and the report will be provided as a .csv download for use in Excel.**

Screenshot of the COVA Personnel Actions History Report

Commonwealth of Virginia

Report ID: RHR086

Run Date: 04/27/2021
Run Time: 05:19 00

Personnel Action: Data Change
For the period 01/01/1900 through 04/27/2021

Page No. 1 of 18

Effective Date	Action Reason	Employee Name	Employee ID	Hire Date	Emp Typ	Reg/ Tmp	Full/ Part	Job Code	Job Title	Salary Grade	Comp Rate	Supervisor
SETID - 70200												
Department 20110 EXECUTIVE OFFICES												
11/09/2019	CNV			12/25/2014 4.8	S	X	F	19221	19221	SW /4	2111.875000 S	
11/09/2019	CNV			06/10/2019 0.3	S	X	F	19032	19032	SW /5	3962.791667 S	
11/09/2019	CNV			07/01/2008 11.3	S	X	F	00702	00702	AH /702	5068.708333 S	
11/09/2019	CNV			11/01/1985 34.0	S	X	F	19224	19224	SW /6	4699.250000 S	
11/09/2019	CNV			11/04/2013 6.0	S	X	F	19013	19013	SW /3	1678.375000 S	
11/09/2019	CNV			07/15/2011 8.3	S	X	F	19224	19224	SW /6	4479.833333 S	
10/26/2019	CNV			12/26/1972 46.8	H	T	F	W19032	W19032	WG /	39.000000 H	
10/26/2019	CNV			04/16/1984 35.5	H	T	F	W19012	W19012	WG /	15.000000 H	
10/26/2019	CNV			05/10/2008 11.4	H	T	F	W19012	W19012	WG /	11.120000 H	
10/26/2019	CNV			04/01/1992 27.5	H	T	F	W79036	W79036	WG /	49.550000 H	
10/26/2019	CNV			04/22/1985 34.5	H	T	F	W39074	W39074	WG /	31.850000 H	
SETID - 70200												
Department 20141 HEADQUARTERS, MAINTENANCE												
11/09/2019	CNV			08/18/2008 11.2	S	X	F	79033	79033	SW /3	1568.250000 S	
11/09/2019	CNV			04/01/2010 9.6	S	X	F	79035	79035	SW /5	3333.125000 S	
11/09/2019	CNV			10/01/2004 15.1	S	X	F	79071	79071	SW /1	1242.208333 S	
11/09/2019	CNV			09/25/2014 5.1	S	X	F	79031	79031	SW /1	1200.250000 S	
10/26/2019	CNV			09/29/2014 5.0	H	T	F	W79031	W79031	WG /	10.800000 H	
10/26/2019	CNV			12/20/2013 5.8	H	T	F	W79071	W79071	WG /	10.980000 H	
10/26/2019	CNV			01/01/2009 10.8	H	T	F	W79071	W79071	WG /	11.720000 H	
10/26/2019	CNV			08/13/2012 7.2	H	T	F	W79071	W79071	WG /	10.900000 H	
10/26/2019	CNV			04/06/2015 4.5	H	T	F	W79031	W79031	WG /	10.800000 H	

Demotions with Salary Increase Report (RHR491)

REVISED: 09/15/2021

DESCRIPTION:
This audit report shows intra-agency and inter-agency demotions (reductions in grade) with salary increases for classified employees only. The report displays relevant field level change information.

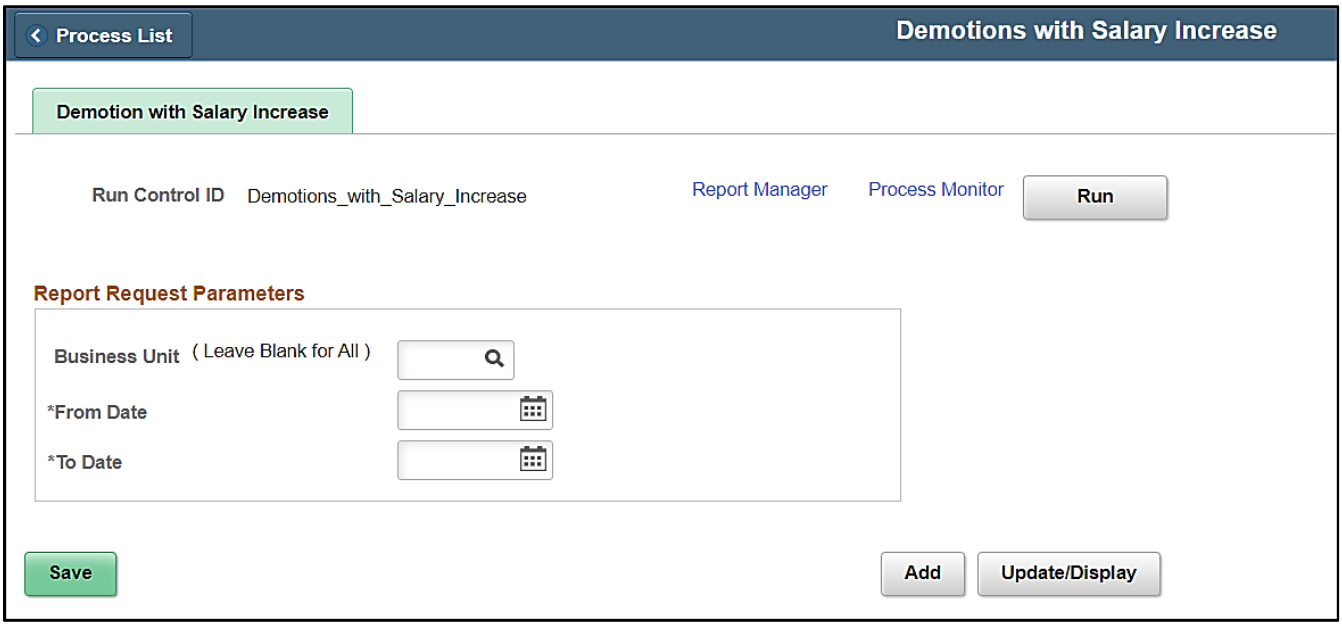
This report is used by Agency and DHRM HR staff to ensure Compensation Pay actions comply with the Compensation Policy for Classified Employees.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Demotions with Salary Increase

INPUT / SEARCH CRITERIA
Business Unit (Leave Blank for All)
From Date
To Date

OUTPUT FORMAT:
PDF

Screenshot of the Demotions with Salary Increase Report Run Control Page



ADDITIONAL INFORMATION:
From Date and **To Date** fields are required fields.

Screenshot of the Demotions with Salary Increase Report

Cardinal

Report ID: RHR491

Commonwealth of Virginia

Demotions with Salary Increase Report

Run Date 04/26/2021
Run Time 12:41:09 PM
Page No. 1 of 1

Run Control Parameters

BUSINESS_UNIT	(blank)
FROM_DT	01/01/2020
TO_DT	03/31/2021

Employee ID	Employee Name	Empl Rcd	Effective Date	Action	Action Reason	Business Unit	Sal Admin Plan	Grade	Job Code	Position Number	Department	Location	Comp Rate
	21300- Norfolk State University												
		1	08/25/2020	HIR	XCL	21300	SW	3					
			08/24/2020	TER	XFO	21500	SW	4					
	70100- Dept of Corr - Central Admin												
		0	05/25/2020	XFR	PRO	70100	SW	3					
			05/16/2020	HIR	NEW	70100	SW	5					
		0	10/15/2020	XFR	REA	70100	SW	1					
			05/25/2020	XFR	PRO	70100	SW	3					

Disciplinary Actions Summary Report (RHR248)

REVISED: 09/15/2021

DESCRIPTION:
This report summarizes counts of disciplinary actions by Business Unit and by Department. Report includes percent of employees with disciplinary actions by type and by Department, and also rolls up by agency and statewide for DHRM use.

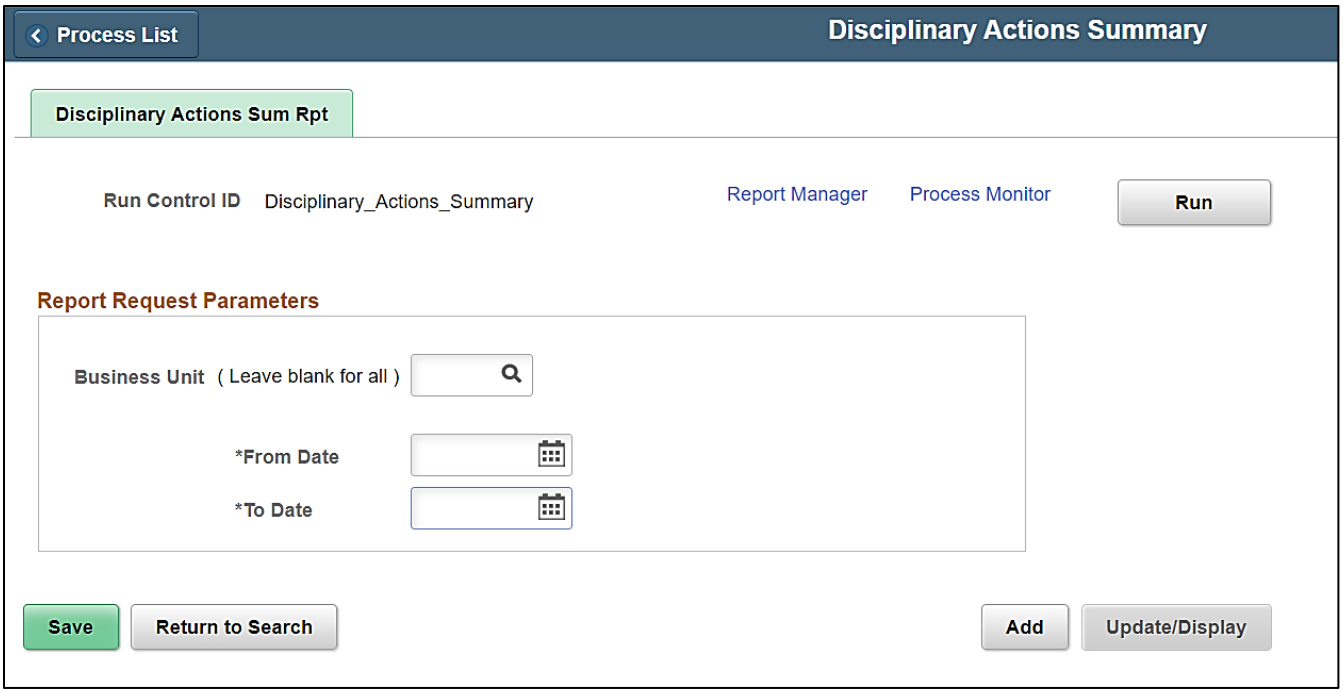
This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Labor Administration > Reports > Disciplinary Actions Summary

INPUT / SEARCH CRITERIA:
Business Unit (Leave blank for all)
From Date
To Date

OUTPUT FORMAT:
PDF*

Screenshot of the Disciplinary Actions Summary Report Run Control Page



ADDITIONAL INFORMATION:
From Date and **To Date** fields are required fields.

Screenshot of the Disciplinary Actions Summary Report

Cardinal

Commonwealth of Virginia
Disciplinary Actions Summary Report

Report ID: RHR248

Run Date 04/21/2021
Run Time 12:31:55 PM
Page No 1 of 29

Run Control Parameters

Business Unit	
From Date	01/01/2021
To Date	03/31/2021

Business Unit	10000	Senate

Number of VPA employees	10	
Number of employees with disciplinary actions	0	0.00%

Business Unit	10100	House of Delegates

Number of VPA employees	8	
Number of employees with disciplinary actions	0	0.00%

Business Unit	11300	Circuit Courts

Number of VPA employees	13	
Number of employees with disciplinary actions	0	0.00%

Business Unit	12200	Dept of Planning and Budget

Number of VPA employees	44	
Number of employees with disciplinary actions	0	0.00%

Business Unit	12300	Department of Military Affairs

Number of VPA employees	445	
Number of employees with disciplinary actions	0	0.00%

EEO Data Reports (RHR198)

REVISED: 01/15/2025

DESCRIPTION:

This Equal Employment Opportunity (EEO) reports display counts and percentages for federal reporting purposes of the employee population based on selected data prompts. These reports replace the following DHRM legacy system reports: pm7260, pm7250, pme210, pme220.

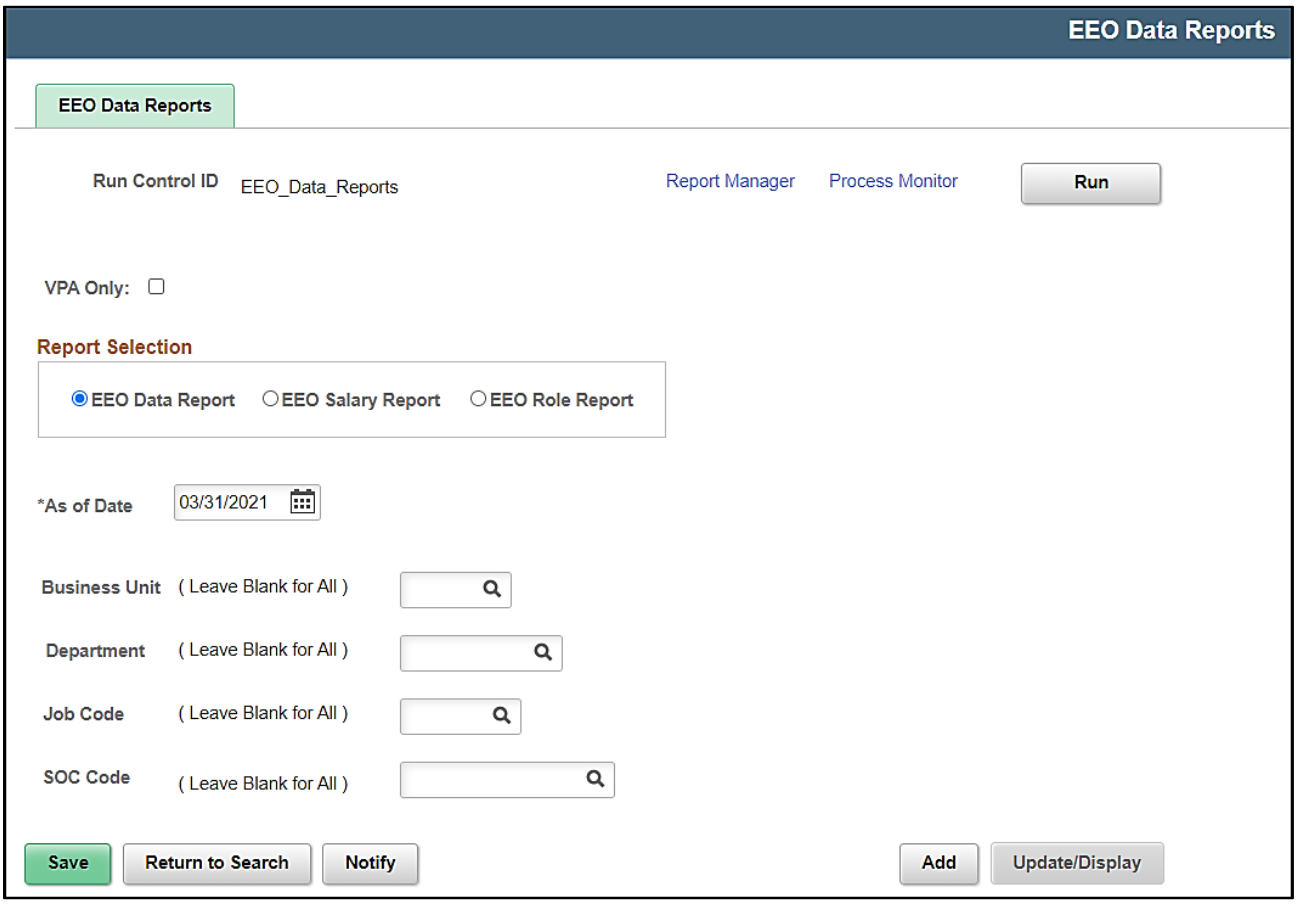
1. The **EEO Data Report** returns a compilation of employee demographic data and percentages by SOC code.
2. The **EEO Salary Report** returns employee demographic data and totals by annual compensation ranges.
3. The **EEO Role Report** returns employee demographic data and totals by Role/Job Code.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Workforce Reports > EEO Data Reports

INPUT / SEARCH CRITERIA:
VPA Only (checkbox)
Report Selection (checkbox)
As of Date
Business Unit
Department
Job Code
SOC Code

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the EEO Data Reports Run Control Page



ADDITIONAL INFORMATION:
As of Date field is a required field.

Screenshot of the EEO Data Report

Cardinal

Commonwealth of Virginia
EEO Data Report

Report ID: VRHR198E

Run Date 03/22/2024
Run Time 05:47:55 PM

Run Control Parameters	
Operator ID	V_TRN_HR35124
Run Control ID	EEO_Data_Reports
As of Date	02/28/2022
Business Unit	
Department	
Job Code	
SOC Code	
VPA Only	N

Secretary	6
Parent BU	
Business Unit	

Male

Occupation Group	White		Black		HISP		AS-AM		AS-IN		Pacific		N/A		2+ Race		Male Total		Minority Males		Minority Females	
11-3031	1	33.33%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	33.33%	0	0.00%	0	0.00%
11-3039	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	50.00%
11-3151	1	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	50.00%	0	0.00%	0	0.00%
11-3199	1	8.33%	4	33.33%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	8.33%	0	0.00%	6	50.00%	5	41.67%	2	16.67%
13-1023	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	50.00%
13-1041	2	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	25.00%	0	0.00%	3	75.00%	1	25.00%	0	0.00%
13-1079	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	50.00%
13-1199	1	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	50.00%	0	0.00%	1	50.00%
13-2011	1	25.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	25.00%	0	0.00%	2	50.00%
13-2099	3	37.50%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	37.50%	0	0.00%	3	37.50%
15-1131	2	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	100.00%	0	0.00%	0	0.00%
15-1133	1	25.00%	2	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	75.00%	2	50.00%	0	0.00%
21-1099	22	27.85%	6	7.59%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	1.27%	29	36.71%	7	8.86%	13	16.46%
23-2011	1	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	50.00%	0	0.00%	0	0.00%
25-9031	3	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	50.00%	0	0.00%	1	16.67%
Totals	40	23.67%	15	8.88%	0	0.00%	2	1.18%	0	0.00%	0	0.00%	4	2.37%	1	0.59%	62	36.68%	22	13.02%	40	23.67%

Screenshot of the EEO Salary Report

Cardinal

Commonwealth of Virginia
EEO Data Salary Report

Report ID: VRHR198S

Run Date 03/14/2024
Run Time 10:38:42 AM

Run Control Parameters	
Operator ID	V_TRN_HR35124
Run Control ID	EEO_Data_Reports
As of Date	03/01/2024
Business Unit	
Department	
Job Code	
SOC Code	
VPA Only	N

Business Unit	
Status	Full-Time

	Male								Female								
Salary	**White**	**Black**	**HISP**	**AS-AM**	**AM-IN**	**Pacific**	**N/A**	**2+ Race**	**White**	**Black**	**HISP**	**AS-AM**	**AM-IN**	**Pacific**	**N/A**	**2+ Race**	**Total**
$50000.000	45	14	0	2	0	0	2	1	69	33	2	1	0	0	1	0	170
$52000.000	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
$53000.000	3	4	0	2	0	0	0	0	3	4	0	3	0	0	0	0	19
$55000.000	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
$70000.000	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
$75000.000	0	0	0	0	0	0	0	0	0	0	0	5	0	0	0	0	5
Totals	48	19	0	4	0	0	2	1	72	38	2	10	0	0	1	0	197
BU Totals	48	19	0	4	0	0	2	1	72	38	2	10	0	0	1	0	197

Screenshot of the EEO Role Report

Cardinal

Commonwealth of Virginia
EEO Data Role Report

Report ID: VRHR198S

Run Date 01/15/2025
Run Time 09:40:03 AM

	Run Control Parameters
Operator ID	00747925600
Run Control ID	EEO_Data_Report
From Date	07/01/2024
To Date	09/30/2024
Business Unit	
Department	
Job Code	
SOC Code	
VPA Only	N

Business Unit			Department of Juvenile Justice
		Full-Time	Regular

			Male								Female								
Jobcode	**Description**	**EEOCODE4**	**White**	**Black**	**HISP**	**AS-AM**	**AM-IN**	**Pacific**	**N/A**	**2+ Race**	**White**	**Black**	**HISP**	**AS-AM**	**AM-IN**	**Pacific**	**N/A**	**2+ Race**	**Total**
13012	Admin and Office Spec II	6	0	0	0	0	0	0	0	0	3	3	1	0	0	0	0	0	7
13013	Admin and Office Spec III	6	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2
13032	Financial Services Spec II	2	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
13072	Hearing Legal Servcs Offcr II	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
13092	Human Resource Analyst II	2	0	0	0	0	0	0	0	0	1	1	1	0	0	0	1	0	4

Employee Activity Report (RHR223)

REVISED: 10/4/2022

DESCRIPTION:
This report generates a one page change document for either Personal or Job transactions. This report is printable to be filed in the employee personnel file upon completion of Job or Personal Data transactions made. Report validates changes to employee personal and job data (e.g., Job change, Salary Change, Marital Status change, Address change, employee Standard Hours change).

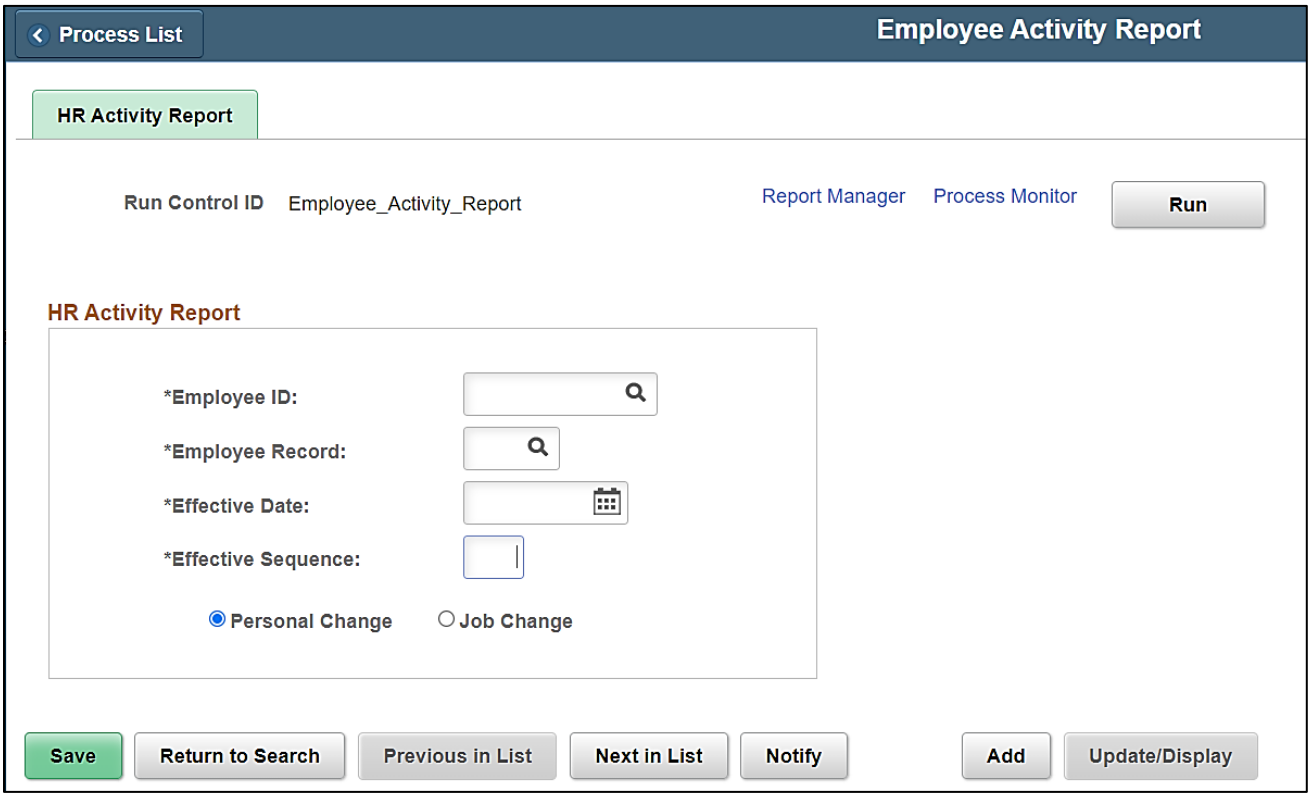
Only HR Administrators who key transactions need access. This report should be generated and used when a reviewer signs off on validation of completed transactions prior to filing in personnel file with supporting documentation. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Activity Report

INPUT / SEARCH CRITERIA:
Employee ID
Employee Record Number
Effective Date
Effective Sequence
'Personal' or 'Job Change' (radio button)

OUTPUT FORMAT:
PDF

Screenshot of the Employee Activity Report Run Control Page



ADDITIONAL INFORMATION:
Employee Record field and **Effective Sequence** field default to “0”, but can be updated. **Employee ID**, **Employee Record**, **Effective Date** and **Effective Sequence** fields are all required fields. **Personal Change** or **Job Change** radio button must be selected.

Screenshot of the Employee Activity Report

Cardinal

Commonwealth of Virginia
HR Activity Report
Personal Change

Report ID: RHR223

Run Date: 04/26/2021
Run Time: 13:25:41

Page No: 1 **of** 1

Employee ID:	
Employee Record:	0
Employee Name:	
Effective Date:	01/01/2021
Effective Sequence:	0

Field Name	**Current Value**	**Previous Value**
Continuous State Service	03-JUN-2020	
Leave Service	03-JUN-2020	
Prior Service Months	0	

END OF REPORT

Employee Data Change Audit Report (RHR002)

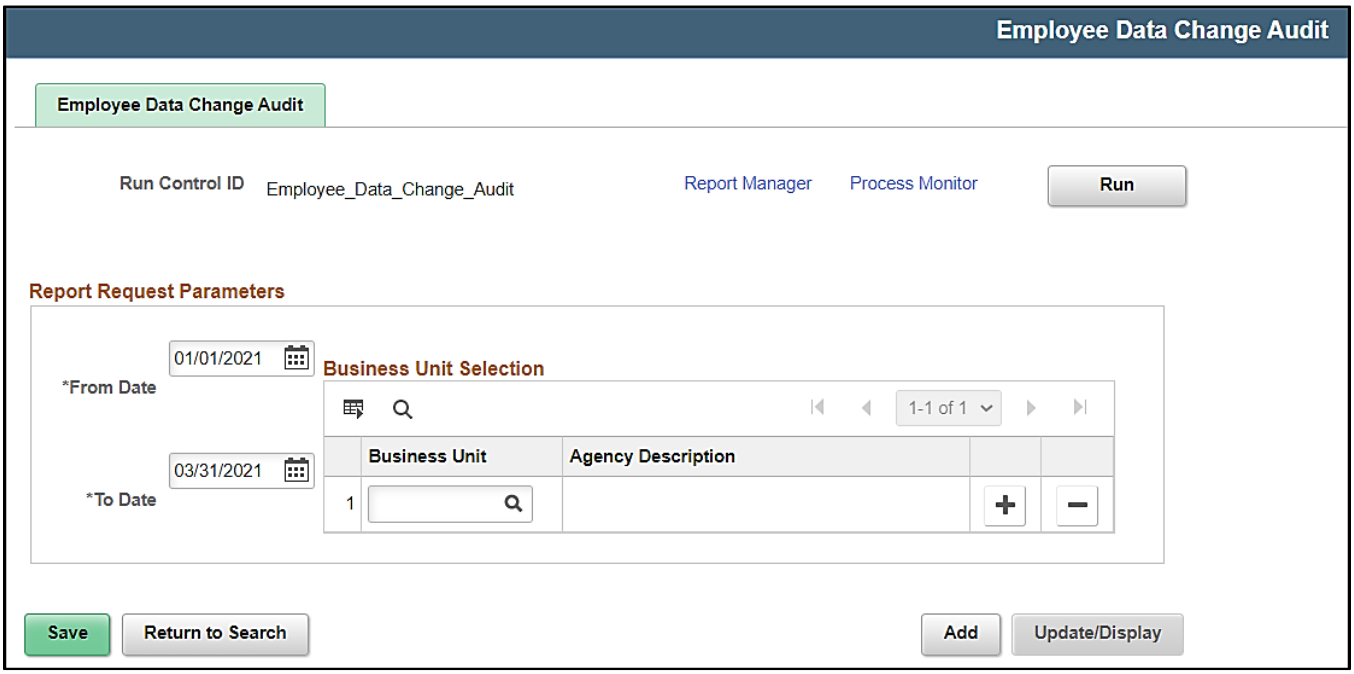
REVISED: 09/15/2021

DESCRIPTION:
This report displays relevant Job and payroll Data fields, such as comp rate, empl status, HR Status, direct deposit, and Dept that were changed within a date range to review and ensure there are no HR transactional or pay discrepancies. The report includes the employee's name, ID, details old and new values, and HR Administrator that made change.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Data Change Audit

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
From Date	CSV
End Date	HTM
Business Unit	PDF

Screenshot of the Employee Data Change Audit Report Run Control Page



ADDITIONAL INFORMATION:
From Date and **To Date** fields are required fields. If the Business Unit field is left blank, the report displays all business units the user has access to. Select CSV output on the Process Scheduler to extract in a download to be used in Excel.

Screenshot of the Employee Data Change Audit Report

Report ID: VHRR0002

Commonwealth of Virginia

EMPLOYEE DATA CHANGE AUDIT REPORT

Run Date: 04/21/2021
Run Time: 02:37 00

Agency : 09000 - Potomac River Fisheries
From Date : 01/01/2021
To Date : 03/31/2021

Page No. 1 of 88

Department ID	Department Name	Emplid	Empl Rcd	Name	Field Changed	Change Date	User Change	Old Value	New Value
99999	Agency Wide		0		FWT_ALLOWANCES	01/23/2021	PPS3_LYNN.SZELIGA		0
99999	Agency Wide		0		STATE	01/23/2021	PPS3_LYNN.SZELIGA		VA
99999	Agency Wide		0		SWT_ALLOWANCES	01/23/2021	PPS3_LYNN.SZELIGA		0
99999	Agency Wide		0		SWT_MAR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		N
99999	Agency Wide		0		FWT_MAR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		S
99999	Agency Wide		0		EMPL_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		A
99999	Agency Wide		0		COMPRATE	01/23/2021	PPS3_LYNN.SZELIGA		50000.000000
99999	Agency Wide		0		REPORTS_TO	01/23/2021	PPS3_LYNN.SZELIGA		
99999	Agency Wide		0		PAYGROUP	01/23/2021	PPS3_LYNN.SZELIGA		MNP
99999	Agency Wide		0		DEPTID	01/23/2021	PPS3_LYNN.SZELIGA		99999
99999	Agency Wide		0		BUSINESS_UNIT	01/23/2021	PPS3_LYNN.SZELIGA		09000
99999	Agency Wide		0		COMPANY	01/23/2021	PPS3_LYNN.SZELIGA		PRF
99999	Agency Wide		0		EMPL_TYPE	01/23/2021	PPS3_LYNN.SZELIGA		S
99999	Agency Wide		0		HR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		A
99999	Agency Wide		0		FWT_MAR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		S
99999	Agency Wide		0		STATE	01/23/2021	PPS3_LYNN.SZELIGA		VA
99999	Agency Wide		0		SWT_ALLOWANCES	01/23/2021	PPS3_LYNN.SZELIGA		0
99999	Agency Wide		0		SWT_MAR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		N
99999	Agency Wide		0		EMPL_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		A
99999	Agency Wide		0		HR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		A
99999	Agency Wide		0		REPORTS_TO	01/23/2021	PPS3_LYNN.SZELIGA		
99999	Agency Wide		0		PAYGROUP	01/23/2021	PPS3_LYNN.SZELIGA		MNP
99999	Agency Wide		0		DEPTID	01/23/2021	PPS3_LYNN.SZELIGA		99999
99999	Agency Wide		0		BUSINESS_UNIT	01/23/2021	PPS3_LYNN.SZELIGA		09000
99999	Agency Wide		0		FWT_ALLOWANCES	01/23/2021	PPS3_LYNN.SZELIGA		0
99999	Agency Wide		0		EMPL_TYPE	01/23/2021	PPS3_LYNN.SZELIGA		S
99999	Agency Wide		0		COMPRATE	01/23/2021	PPS3_LYNN.SZELIGA		50000.000000
99999	Agency Wide		0		COMPANY	01/23/2021	PPS3_LYNN.SZELIGA		PRF
99999	Agency Wide		0		COMPRATE	01/23/2021	PPS3_LYNN.SZELIGA		50000.000000
99999	Agency Wide		0		EMPL_TYPE	01/23/2021	PPS3_LYNN.SZELIGA		S
99999	Agency Wide		0		COMPANY	01/23/2021	PPS3_LYNN.SZELIGA		PRF

Employee Data Upload Error Report (RHR005)

REVISED: 09/15/2021

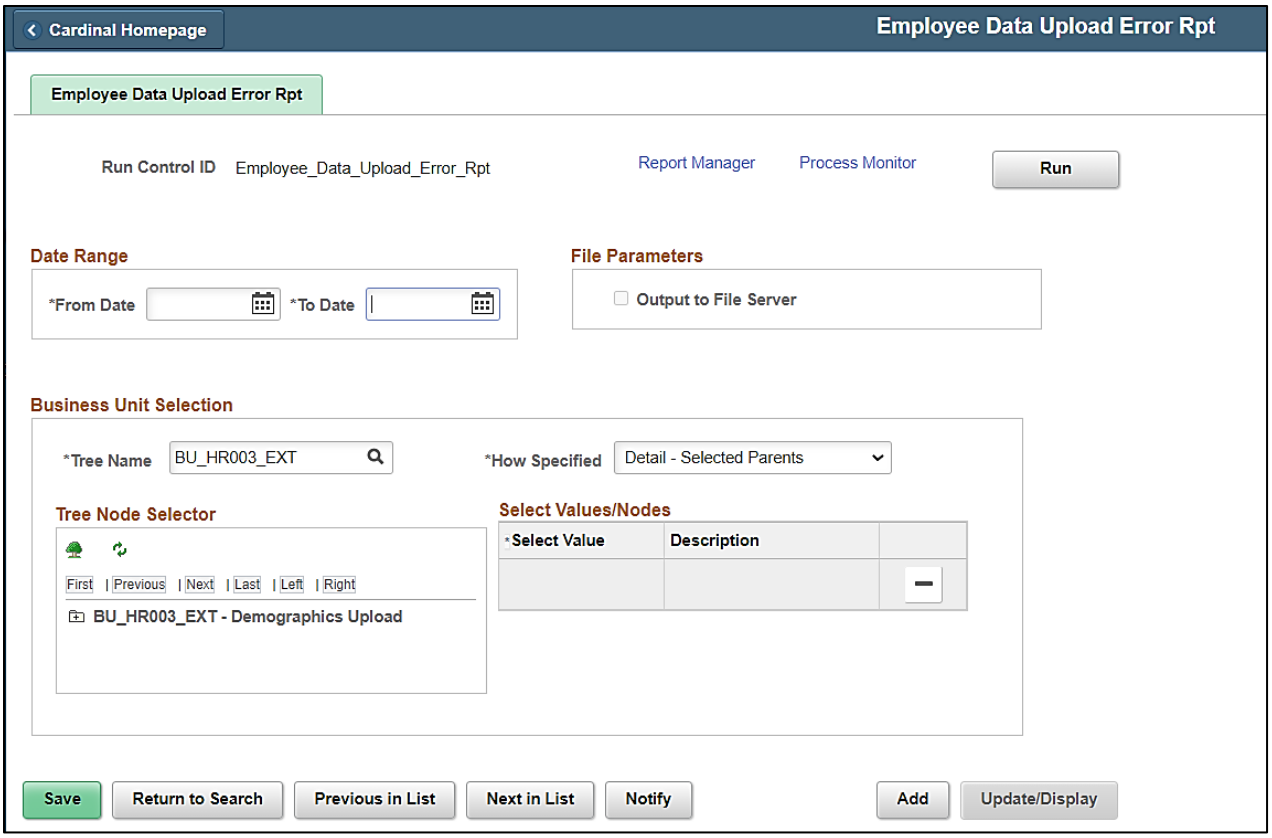
DESCRIPTION:
This custom error report provides details regarding errors for agencies who are interfacing employee demographic (HR003) information. This report should be reviewed, and errors addressed quickly in order to minimize corrections requests, which require Cardinal Post Production Support (PPS) tickets through the VITA Customer Care Center (VCCC).

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Data Upload Error Rpt

INPUT / SEARCH CRITERIA:
From Date
To Date
Output to File Server (checkbox))
Tree Name BU_HR003_EXT
How Specified Detail – Selected Parents

OUTPUT FORMAT:
PDF

Screenshot of the Employee Data Upload Error Report Run Control Page



ADDITIONAL INFORMATION:
Output to File Server checkbox to only be used by Batch user.
From Date and **To Date** fields are required fields.

Tree Name and **How Specified** fields are also required fields. The **Tree Node Selector** section populates after the required fields are entered and the **Tree** icon is selected. Expanding the Tree and selecting the desired business unit (BU) populates the **Select Value/Nodes** section. Tree nodes are built with all of the agencies and their respective departments. They are applied in different forms to include or exclude data.

Screenshot of the Employee Data Upload Error Report

Report ID: RMR005

Commonwealth of Virginia

EMPLOYEE DATA UPLOAD ERROR REPORT

Run Date: 08/19/2020
Run Time: 11:33 00

Page No. 1 of 1

Transactional HR BU: 12700
Upload Date Range: 19-AUG-2020 to 19-AUG-2020

File Name: 12700_HR003_IN_08172020_1519_001.DAT
Upload Date: 19-AUG-2020

File Processed: File processed successfully with one or more errors.

HR Demographic BU: 12700

Employee ID	Empl Rcd#	Error Field Name	Field Value	EffSeq	Error Type	Error Description
	999	PAYGROUP	ABC	000	E	Invalid Paygroup on file
	999	EMPL_CLASS		000	W	Employee class is invalid or blank on file; default to CLS
	999	ACTION	TER	000	E	Row could not be inserted because employee is inactive. Action "TER" for effective date "2020-08-02" could not be added. Or Emplid has multiple records; could not determine what record to update. Transaction was rejected.

Summary totals are only displayed when the report is run for a submitting Business Unit.

End of Report

Employee Disability and Veteran Status Report (RHR294)

REVISED: 2/4/2025

DESCRIPTION:
This report captures the employee Disability Status, Veteran Status, Employee Type, Handicap Codes, counts by category, and percentage of population in summary format. This report can also be run in detail format to provide individual disability and veteran status employee information.

DHRM and Agency HR Managers/SMEs use this report to examine agency veteran and disability statistics and details. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

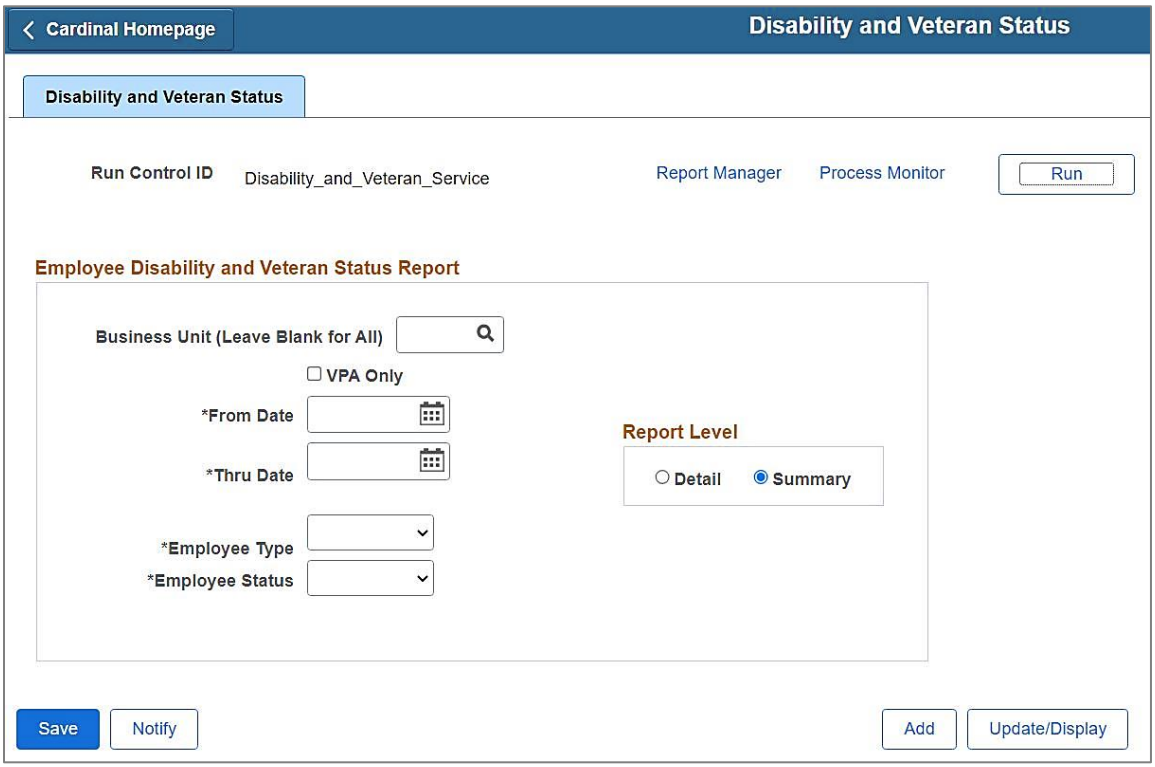
NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Disability and Veteran Status

INPUT / SEARCH CRITERIA:
Business Unit (Leave Blank for All)
*As of Date
VPA only (checkbox)
Report Level (Detail or Summary)
Employee Type (Salary/Hourly/Both)
Employee Status (Active/Inactive/Both)

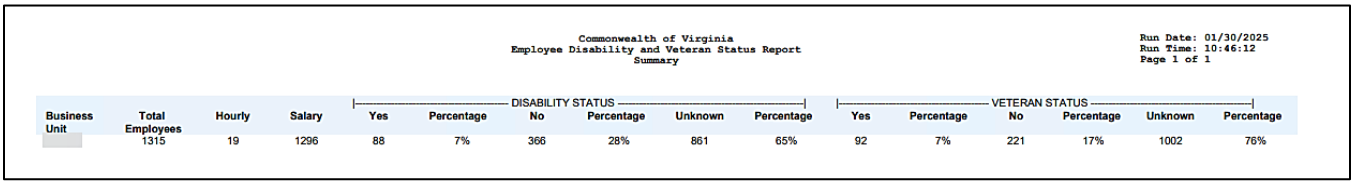
OUTPUT FORMAT:
PDF
Excel

ADDITIONAL INFORMATION:
As of Date field is a required field.

Screenshot of the Employee Disability and Veteran Status Report Run Control Page



Screenshot of the Employee Disability and Veteran Status Report – Summary View



Commonwealth of Virginia
Employee Disability and Veteran Status Report
Summary

Run Date: 01/30/2025
Run Time: 10:46:12
Page 1 of 1

Business Unit	Total Employees	Hourly	Salary	DISABILITY STATUS Yes	Percentage	No	Percentage	Unknown	Percentage	VETERAN STATUS Yes	Percentage	No	Percentage	Unknown	Percentage
	1315	19	1296	88	7%	366	28%	861	65%	92	7%	221	17%	1002	76%

Screenshot of the Employee Disability and Veteran Status Report – Detail View

Commonwealth of Virginia

Employee Disability and Veteran Status Report

Run Date: 01/30/2025

Run Time: 10:53:57

Page 1 of 1

Detail

Business Unit:

Department	Employee ID	Name	Employee Record	Employee Class	Employee Status	Employee Type	Job Code	Grade	Disability Status	Veteran Status
			0	Classified	Active	S	19221	4	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29112	4	X-Not Indicated	5-Active Reserve
			0	Classified	Active	S	29112	4	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29111	3	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29112	4	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29113	5	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29134	5	X-Not Indicated	4-Veteran
			0	Classified	Active	S	19013	3	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29113	5	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29112	4	N-Not Disabled	1-Not indicated
			0	Classified	Active	S	29112	4	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29112	4	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29112	4	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29112	4	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29112	4	Y-Disabled	1-Not indicated
			0	Classified	Active	S	29134	5	X-Not Indicated	1-Not indicated
			0	Classified	Active	S	29113	5	X-Not Indicated	4-Veteran

Employee Position Summary Report (RHR019)

REVISED: 12/06/2024

DESCRIPTION:
This report is used to determine accurate totals for Hourly/Wage FTE and headcount by agency for EPR reporting. This report is only for Hourly/Wage employees (PS_JOB.EMPL_TYPE = 'H'). Agencies should use this report monthly to identify actual Hourly/Wage FTE and headcount totals and overwrite wage numbers generated from job data by the EPR tool.

The report results deliver hours paid within the time-period and the funding information associated with the payment of regular and overtime hours based upon the hourly employees' actual paychecks, not FTE/headcount related to employees' job data. The purpose for this is to capture actuals as wage employees remain active in their agency jobs, but do not work based on standard hours on job data. The work may be seasonal where they pull 40-hours or more during peak season and less than, or even to 0 hours during slower periods.

The FTE Count on the Summary Report is automatically calculated within the report results based upon the amount from "Total Hours" divided by the "Available Hours to Work in Month". The headcount totals generated by this report equate to the number of Hourly/Wage employees that worked within the time-period.

The detailed report does not require "Available Hours to Work in Month" because this version of the report will require the user to perform calculations manually. This version provides the pay period end date for the period of time indicated in the "from" and "to" run control.

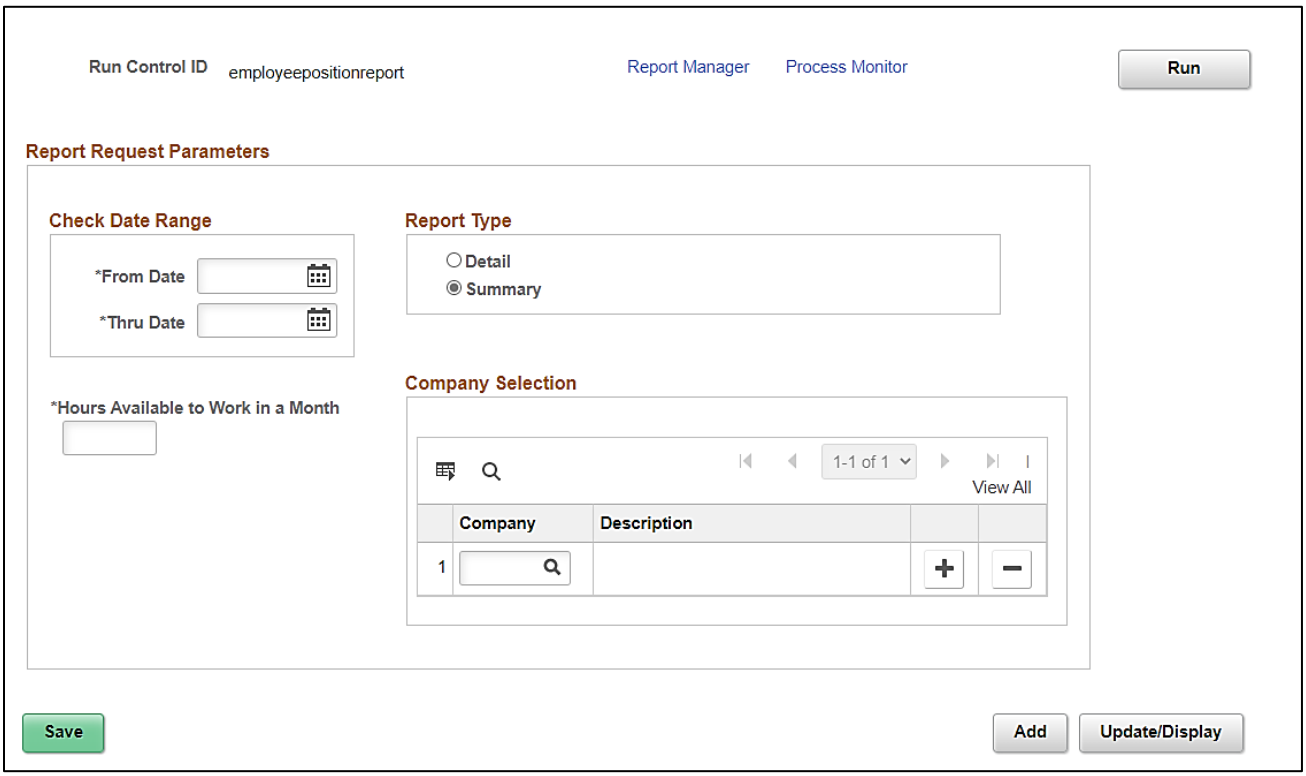
This report is used by Agency HR and DHRM Analysts and Managers.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Position Report

INPUT / SEARCH CRITERIA:
From Date
To Date
Report Type (Summary or Detail)
Hours Available to Work in a Month
Company

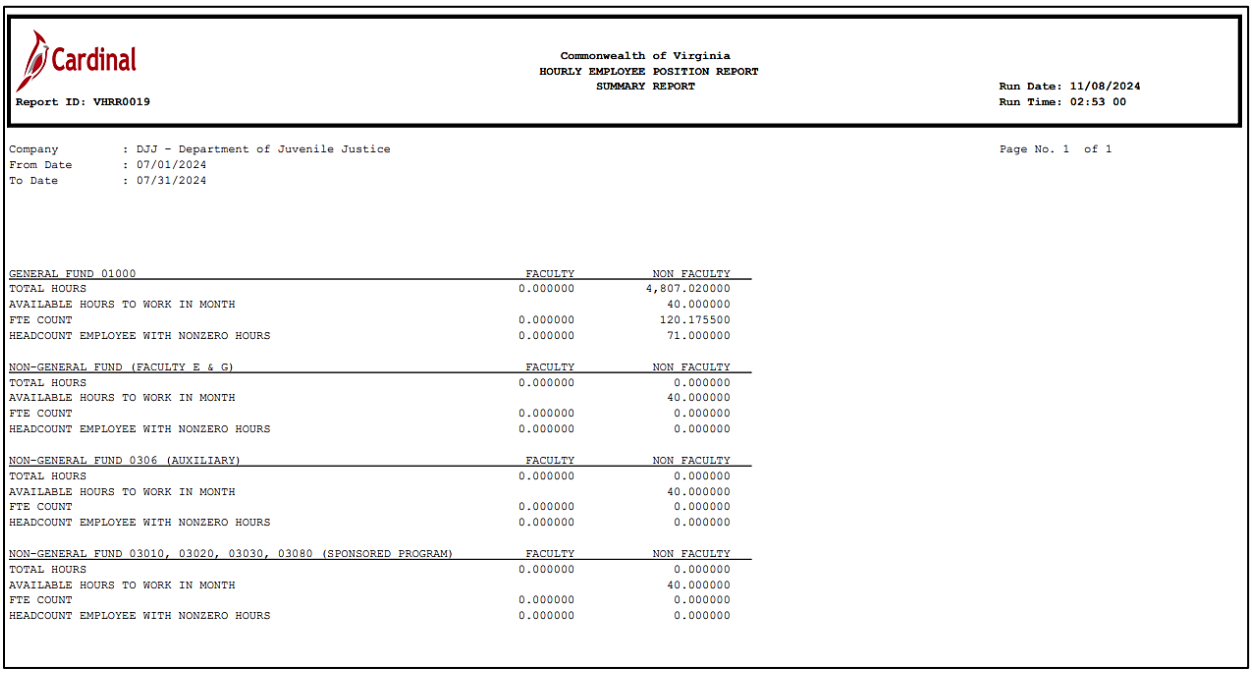
OUTPUT FORMAT:
PDF

Screenshot of Employee Position Summary Report Run Control Page.



ADDITIONAL INFORMATION:
From Date and **To Date** fields are required fields.

Screenshot of the Employee Position Summary Report - Summary



Cardinal

Report ID: VHRR0019

Commonwealth of Virginia
HOURLY EMPLOYEE POSITION REPORT
SUMMARY REPORT

Run Date: 11/08/2024
Run Time: 02:53 00

Company : DJJ - Department of Juvenile Justice
From Date : 07/01/2024
To Date : 07/31/2024

Page No. 1 of 1

GENERAL FUND 01000	FACULTY	NON FACULTY
TOTAL HOURS	0.000000	4,807.020000
AVAILABLE HOURS TO WORK IN MONTH		40.000000
FTE COUNT	0.000000	120.175500
HEADCOUNT EMPLOYEE WITH NONZERO HOURS	0.000000	71.000000

NON-GENERAL FUND (FACULTY E & G)	FACULTY	NON FACULTY
TOTAL HOURS	0.000000	0.000000
AVAILABLE HOURS TO WORK IN MONTH		40.000000
FTE COUNT	0.000000	0.000000
HEADCOUNT EMPLOYEE WITH NONZERO HOURS	0.000000	0.000000

NON-GENERAL FUND 0306 (AUXILIARY)	FACULTY	NON FACULTY
TOTAL HOURS	0.000000	0.000000
AVAILABLE HOURS TO WORK IN MONTH		40.000000
FTE COUNT	0.000000	0.000000
HEADCOUNT EMPLOYEE WITH NONZERO HOURS	0.000000	0.000000

NON-GENERAL FUND 03010, 03020, 03030, 03080 (SPONSORED PROGRAM)	FACULTY	NON FACULTY
TOTAL HOURS	0.000000	0.000000
AVAILABLE HOURS TO WORK IN MONTH		40.000000
FTE COUNT	0.000000	0.000000
HEADCOUNT EMPLOYEE WITH NONZERO HOURS	0.000000	0.000000

Screenshot of the Employee Position Summary Report - Detail

Cardinal

Report ID: VHRR0019

Commonwealth of Virginia
HOURLY EMPLOYEE POSITION REPORT
DETAIL REPORT

Run Date: 11/08/2024
Run Time: 02:59 00

Company : DJJ - Department of Juvenile Justice
From Date : 07/01/2024
To Date : 07/31/2024

Page No. 1 of 16

Emplid	Empl Rcd	Name	Check Date	Regular Hours	Overtime Hours	Total Hours	Fund	Acount
Total Employee				0.000000	0.000000	0.000000		
Total General Fund 01000 - Faculty				0.000000	0.000000	0.000000		

Page No. 2 of 16

Company : DJJ - Department of Juvenile Justice
From Date : 07/01/2024
To Date : 07/31/2024

Emplid	Empl Rcd	Name	Check Date	Regular Hours	Overtime Hours	Total Hours	Fund	Acount
	4		12-JUL-2024	29.000000	0.0000000	29.000000	01000	
	4		26-JUL-2024	58.000000	0.0000000	58.000000	01000	
Total Employee				87.000000	0.000000	87.000000		
	2		12-JUL-2024	26.900000	0.0000000	26.900000	01000	
Total Employee				26.900000	0.000000	26.900000		
	0		12-JUL-2024	58.000000	0.0000000	58.000000	01000	
	0		26-JUL-2024	56.000000	0.0000000	56.000000	01000	
Total Employee				114.000000	0.000000	114.000000		
	0		12-JUL-2024	53.000000	0.0000000	53.000000	01000	
	0		26-JUL-2024	45.000000	0.0000000	45.000000	01000	
Total Employee				98.000000	0.000000	98.000000		
	0		12-JUL-2024	8.000000	0.0000000	8.000000	01000	
Total Employee				8.000000	0.000000	8.000000		
	0		12-JUL-2024	35.500000	0.0000000	35.500000	01000	
	0		26-JUL-2024	35.900000	0.0000000	35.900000	01000	
Total Employee				71.400000	0.000000	71.400000		
	0		12-JUL-2024	56.000000	0.0000000	56.000000	01000	
	0		26-JUL-2024	42.500000	0.0000000	42.500000	01000	
Total Employee				98.500000	0.000000	98.500000		

Employee Turnover Analysis (RHR422)

REVISED: 12/06/2024

DESCRIPTION:
This report displays employee turnover data, at detailed or summary level, by counts and percentages, during a specified date range. Utilize the Department Detail checkbox when running the report at the Summary level to gain insight into employee turnover statistics by department. If department-level summary statistics are unnecessary, simply leave this checkbox unchecked to generate agencywide summary statistics only.

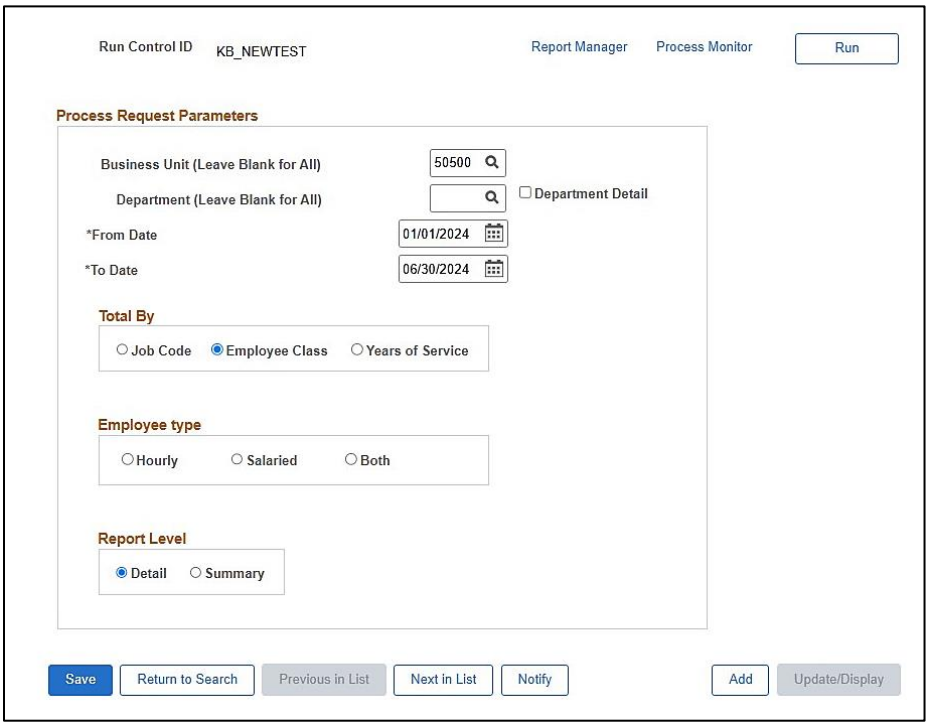
End users are Agency HR and DHRM

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Workforce Reports > Employee Turnover Analysis

INPUT / SEARCH CRITERIA:
Business Unit (Leave Blank for All)
Department (Leave Blank for All)
From Date
To Date
Department Detail (checkbox)
Total By (Job Code, Employee Class, or Years of Service)
Employee Type (Hourly, Salaried, or Both)
Report Level (Detail or Summary)

OUTPUT FORMAT:
Excel

Screenshot of the Employee Turnover Analysis Report Run Control Page.



ADDITIONAL INFORMATION:
From Date and **To Date** fields are required fields. Selection of an option to Total By **Job Code**, **Employee Class** or **Years of Service** is also required.

Screenshot of the Employee Turnover Analysis Summary Report – Summary View

Report ID: RHR422

Commonwealth of Virginia

EMPLOYEE TURNOVER ANALYSIS

Run Date: 01/11/2024
Run Time: 10:32 00

From Date: 01/01/2023
From Date: 01/11/2024

Page No. 1 of 1

Business Unit	Dept ID	Employee Years of Service	Begin Count	Hires/ Rehires	Transfer Ins	Retire ments	Term inations	Deaths	Transfer Outs	End Count	Total Turnovers	Turnover Rate
		0 - 5 Years	414	206	28	0	96	0	10	543	106	25.60%
		6 - 10 Years	231	13	8	0	17	0	9	226	26	11.26%
		11 - 15 Years	128	1	9	4	10	0	3	121	17	13.28%
		16 - 20 Years	232	4	6	8	4	0	2	228	14	6.03%
		21 - 25 Years	135	1	1	2	6	0	2	127	10	7.41%
		26 - 30 Years	88	1	2	7	3	0	1	81	11	12.50%
		30+ Years	102	1	1	14	0	0	0	91	14	13.73%
		Subtotal	1330	227	55	35	136	0	27	1417	198	14.89%
Grand Totals:			1330	227	55	35	136	0	27	1417	198	14.89%
Turnover Rates:						2.63%	10.23%	0.00%	2.03%			

Screenshot of the Employee Turnover Analysis Summary Report – Detail View

Report ID: RHR422

Commonwealth of Virginia

EMPLOYEE TURNOVER ANALYSIS

Run Date: 01/11/2024
Run Time: 07:55 00

From Date: 01/01/2023
From Date: 01/11/2024

Page No. 1 of 14

BU	Company	Dept	Last Name	First Name	EmplID	Empl Rcd	EffDate	Eff Seq	Action	Reason	Action Date	Empl Class	Empl Type	HR Stat	Position Nbr	Job Code	Job Code Descr	Vacate Dt	Pos Beg Dt	Yrs svc
						1	04/25/23	0	HIR	NEW		S	A						04/25/23	0
						1	06/10/23	0	HIR	NEW		H	A							0
						0	08/25/23	0	RET	ERT		S	I					08/11/23	01/10/06	18
						0	08/10/23	0	HIR	NEW		H	A							0
						0	02/10/23	0	HIR	NEW		S	A						02/10/23	0
						0	02/25/23	0	HIR	NEW		H	A							0
						0	08/24/23	0	TER	RES		H	I					08/30/23		0
						0	06/25/23	0	HIR	NEW		S	A						06/25/23	0
						0	11/10/23	0	TER	XFO		S	I					11/13/23	01/01/07	17
						0	02/25/23	0	HIR	NEW		S	A						02/25/23	0

EPR Full Time Equivalent Totals by Agency Report (RHR398)

REVISED: 11/01/2024

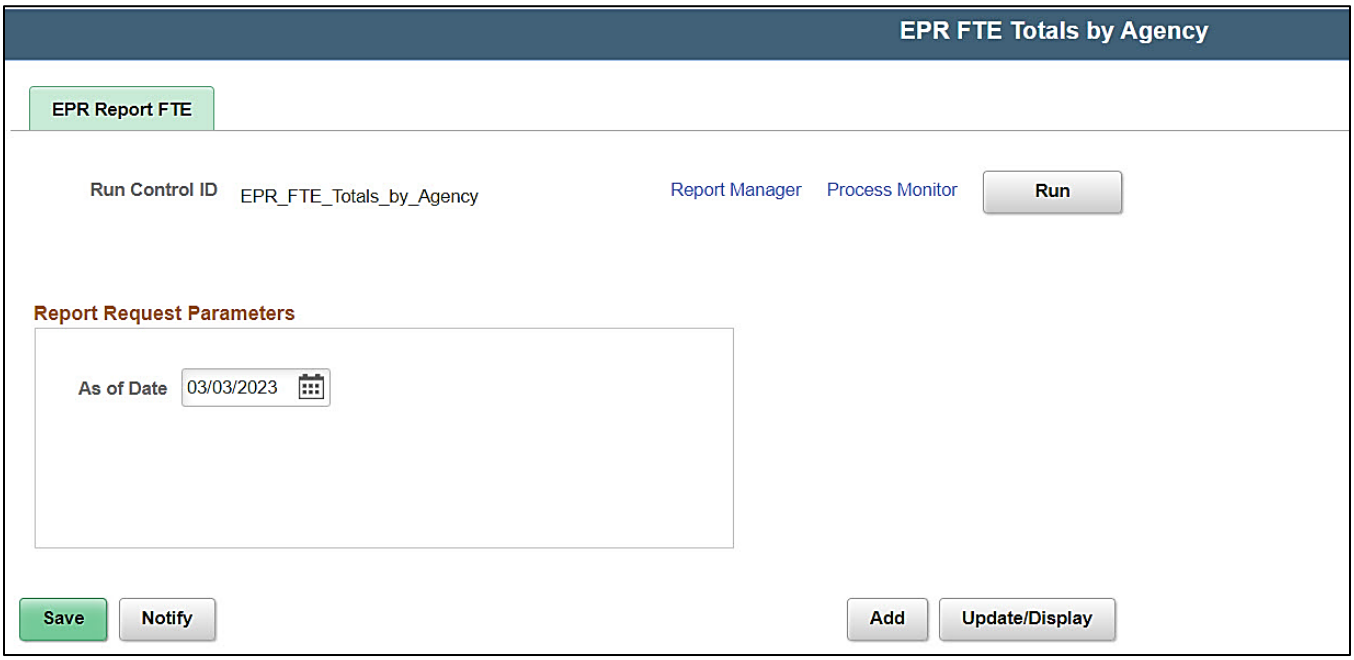
DESCRIPTION:
This report is an Employee Position Full Time Equivalent (FTE) Report that displays FTE totals by EPR category. This report displays totals for all business units based on Salary/Wage, Non-Faculty/Faculty, General Funded/Non-General Funded, and Restricted/Non-Restricted. End Users are DHRM and Agency HR. Agencies must certify their positions using the EPR Tool in order for the report to generate as it produces the results from completion the EPR tool.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Workforce Reports > EPR FTE Totals by Agency

INPUT / SEARCH CRITERIA:
As of Date

OUTPUT FORMAT:
Excel

Screenshot of the EPR Full Time Equivalent Totals by Agency Report Run Control Page



ADDITIONAL INFORMATION:
As of Date field defaults to current day but can be updated.
In order to review results, user must click on **Report Manager** after running the report and refreshing to success.

Screenshot of the EPR Full Time Equivalent Totals by Agency Report

Date	Business Unit	Business Unit Name	Salaried Non-Faculty General Funded Restricted	Salaried Non-Faculty General Funded Non-Restricted	Salaried Non-Faculty Non-General Funded & Restricted	Salaried Non-Faculty Non-General Funded & Non-Restricted	Wage Non-Faculty General Funded
12/14/2020	70100	Dept of Corr - Central Admin	150.00	80.25	1.00	11.00	8
	Total		150	80.25	1	11	

Screenshot of the EPR Full Time Equivalent Totals by Agency Report (scrolled right)

on-Faculty	Wage Non-Faculty	Wage Non-Faculty	Salaried Faculty	Salaried Faculty	Salaried Faculty	Salaried Faculty	Wage Adjunct Faculty	Wage Adjunct Faculty	Total	Total	Totals	MEL
l Funded	General	Non-General	General Funded	General Funded	Non-General Funded	Non-General Funded	General	Non-General	Salaried	Wage	Salaried	
cted	Funded	Funded	& Restricted	& Non-Restricted	& Restricted	& Non-Restricted	Funded	Funded			& Wage	
11.00	85.00	6.00	0.00	15.50	0.00	0.00	0.00	0.00	489.20	91.00	580.20	1234.00
11	85	6	0	15.5	0	0	0	0	489.2	91	580.2	1234

EPR Full Time Equivalent Trend by Agency Report (RHR397)

REVISED: 09/15/2021

DESCRIPTION:
This Employee Position Report (EPR) provides a Full Time Equivalent (FTE) Historical Trend by Agency table over a historical time period. This headcount report displays the total FTE by agency and month excluding wage employees (salary employees only) in tabular format.

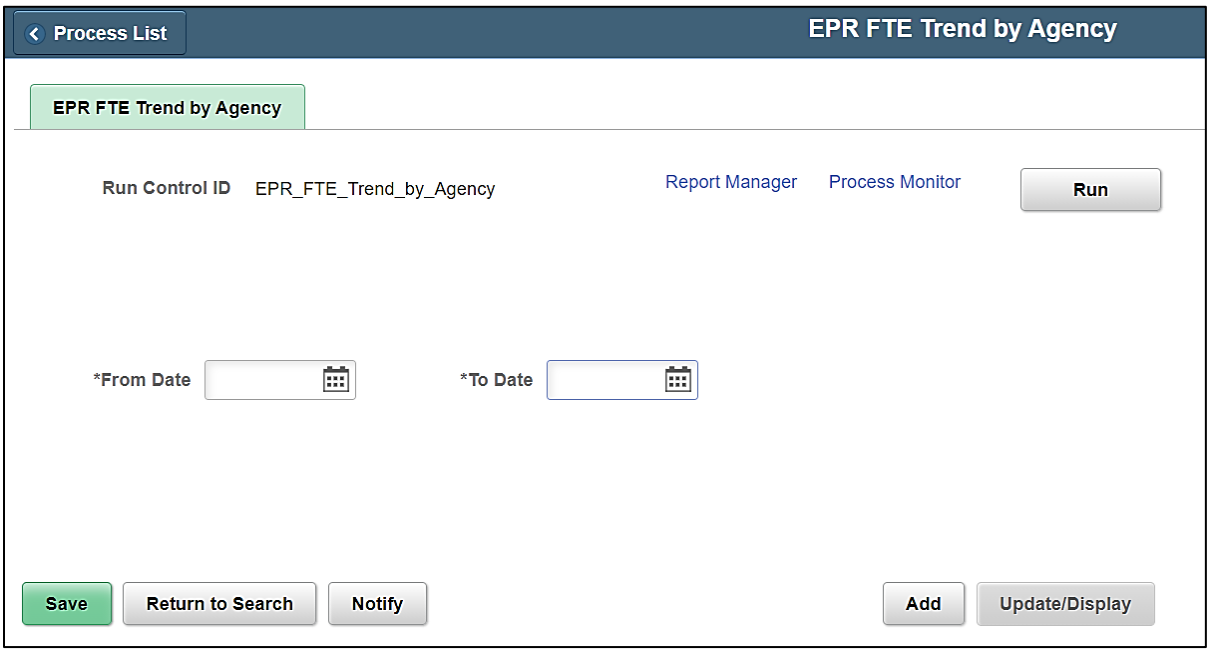
Report used by DHRM, and Agency HR SMEs and Managers.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Workforce Reports > EPR FTE Trend by Agency

INPUT / SEARCH CRITERIA:
From Date
To Date

OUTPUT FORMAT:
Excel

Screenshot of the EPR FTE Trend by Agency Report Run Control Page



ADDITIONAL INFORMATION:
From Date and **To Date** fields are required fields.

Screenshot of the EPR Report - Full Time Equivalent Trend by Agency

Commonwealth of Virginia
Full-Time Equivalent (F.T.E.)
Employment by Agency and Month
Total Excluding Wage Employees

Date	10000 (Senate)	10100 (House of Delegates)	10300 (Magistrate	10700 (Div of Legislative	10900 (Div Legislative	11000 (Joint Legis Audit &	11100 (Supreme	11200 (Jud Inquiry and	11300 (Circuit Courts)	11400 (General District Courts)	11500 (Jus Domes
07/01/2020	0.00	386.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
08/01/2020	181.05	386.00	386.00	52.80	18.00	30.76	265.00	3.00	188.00	956.90	638
11/01/2020	190.05	385.00	387.00	53.80	18.00	30.76	265.00	3.00	1213.00	1070.90	63
12/14/2020	190.05	385.00	387.00	53.80	18.00	30.76	265.00	3.00	1213.00	1070.90	63
12/15/2020	181.05	385.00	385.00	53.80	18.00	30.76	265.00	3.00	190.00	956.90	6
12/16/2020	181.05	385.00	385.00	53.80	18.00	30.76	265.00	3.00	190.00	956.90	63
01/08/2021	184.05	385.00	385.00	53.80	18.00	30.76	265.00	3.00	191.00	956.90	63
02/01/2021	185.05	0.00	385.00	52.80	18.00	30.76	265.00	3.00	191.00	956.90	63

EPR Monthly Employment Data Report (RHR305)

REVISED: 09/15/2021

DESCRIPTION:
This EPR report displays headcount of FTE data for a specific month. Two Excel tables are generated. Table 1 displays Executive Department Salaried Employees FTE employment data listed by Cabinet Secretariat. Table 2 displays FTE employment data based on branch of government (Executive, Legislative, Judicial, and Independent) for Salaried and Temporary (wage) employees. The results are generated from the EPR tool certified data and replaces the Legacy FTE report from DHRM EPR tool.

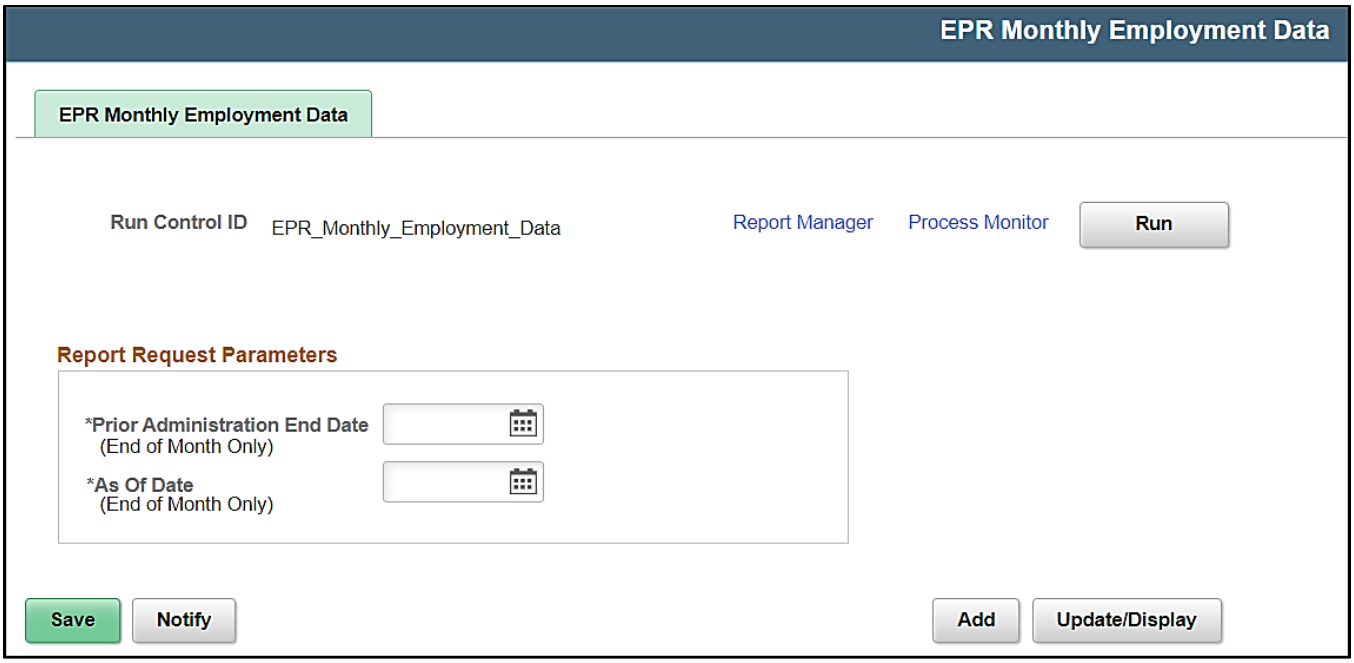
Report is used by DHRM, Agency HR Managers and Agency HR SMEs.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Workforce Reports > EPR Monthly Employment Data

INPUT / SEARCH CRITERIA:
Prior Administration End Date (End of Month Only)
As Of Date (End of Month Only)

OUTPUT FORMAT:
Excel

Screenshot of the EPR Monthly Employment Data Report Run Control Page



ADDITIONAL INFORMATION:
Prior Administration End Date and **As of Date** fields are required fields.

Screenshot of the EPR Monthly Employment Data Report Table One

Commonwealth of Virginia
Executive Department Salaried Employment
(Includes Manpower Control Program Exceptions: Employees in auxilliary enterprises, sponsored programs, and teaching hospitals)

Secretariat	(1)	(2)	(3)	(4)		(5)		(6)
	Actual F.T.E. Employment			Difference Cols (3) & (2)		Difference Cols (3) & (1)		Appropriated Max.
TOTAL	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00

Screenshot of the EPR Monthly Employment Data Report Table Two

Table Two
Commonwealth of Virginia
Full-Time Equivalent Employment

Branch	(1)	(2)	(3)	(4)		(5)		(6)
	Actual F.T.E. Employment			Difference Cols (3) & (2)		Difference Cols (3) & (1)		Appropriated Max.
Salaried Employees								
Total Salaried	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00
Temporary Employees								
Total Temporary	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	N/A
STATEWIDE TOTAL	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	N/A

Exceptional Transfer Report (RHR349)

REVISED: 09/15/2021

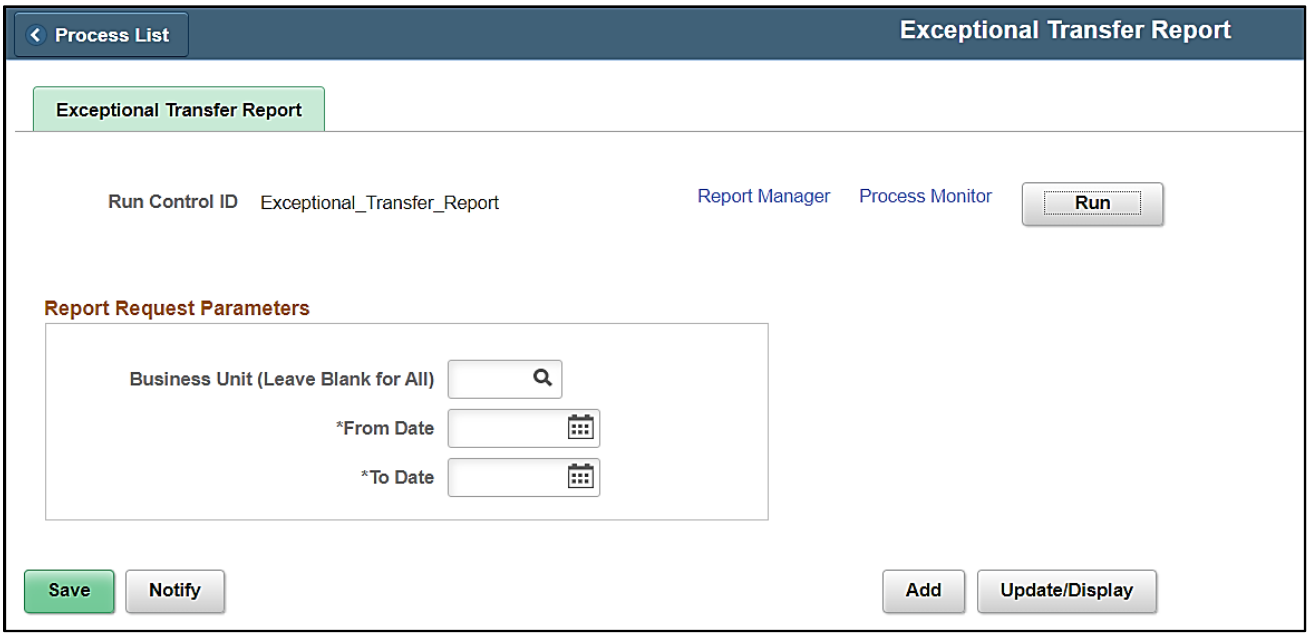
DESCRIPTION:
This report monitors transfers from non-covered positions to covered positions under the Virginia Personnel Act. This is a DHRM only report.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Exceptional Transfer Report

INPUT / SEARCH CRITERIA:
Business Unit (Leave Blank for all)
From Date
To Date

OUTPUT FORMAT:
PDF

Screenshot of the Exceptional Transfer Report Run Control Page



ADDITIONAL INFORMATION:
From Date and **To Date** fields are required fields.

Screenshot of the Exceptional Transfer Report

Cardinal

Commonwealth of Virginia
Exceptional Transfer Report

Report ID:RHR349

Run Date: 09/08/2021
Run Time: 11:44:44
Page 1 of 1

12300

Employee ID	Empl Rcd	Name	Efft Date	Action	Action Reason	Employee Class	Business Unit	Position	VPA Indicator
	1		2/23/2021	Hire	Reassign	Student	12300	DMA00037	Y
	3		5/10/2019	Terminatn	TER CNV	Student	21500	UMWST656	N
	2		2/4/2019	Terminatn	TER CNV	Student	21500	UMWST156	N
	0		1/2/2019	Terminatn	TER CNV	Student	21500	UMWSE180	N
	1		1/7/2021	Hire	Reassign	Classified	12300	DMA00024	Y
	0		10/27/2019	Data Chg	CNV	Wage	70100	DOCW0116	N

19400

Employee ID	Empl Rcd	Name	Efft Date	Action	Action Reason	Employee Class	Business Unit	Position	VPA Indicator
	0		1/19/2021	Posn Chg	Intr-Reorg	Agency Hd	19400	DGSHR007	Y
	0		1/18/2021	Pay Rt Chg	KSA	Agency Hd	19400	DGSHR004	N

71800

Employee ID	Empl Rcd	Name	Efft Date	Action	Action Reason	Employee Class	Business Unit	Position	VPA Indicator
	0		1/20/2021	Transfer	XFR Lat	Wage	71800	BCCHR018	Y
	0		1/19/2021	Data Chg	DTA	Wage	71800	BCCHR017	N

Incumbent History Report (RHR461I)

REVISED: 09/15/2021

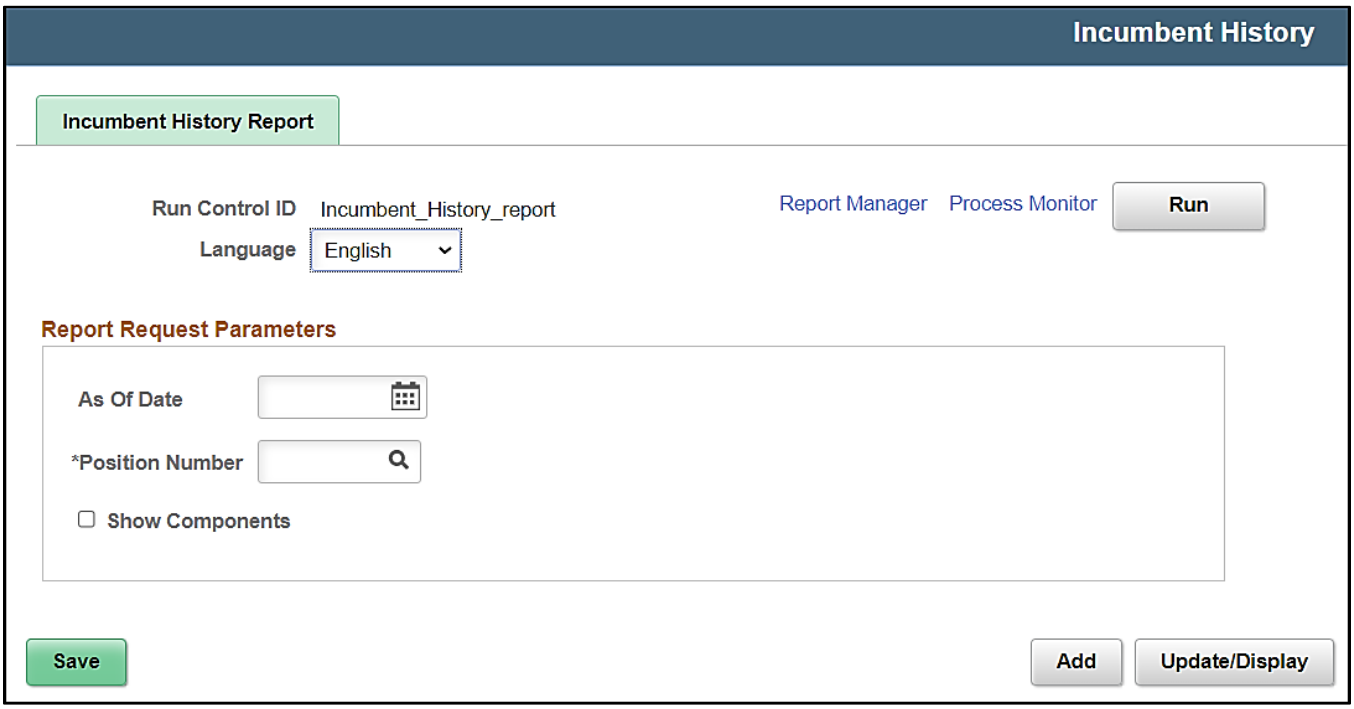
DESCRIPTION:
Incumbent History Report contains compensation components and displays incumbent and compensation data as it relates to a specific position. Used to review position classification and incumbent changes.

NAVIGATION PATH:
NavBar > Menu > Organizational Development > Position Management > Position Reports > Incumbent History

INPUT / SEARCH CRITERIA:
As of Date
Position Number
Show Components (checkbox)

OUTPUT FORMAT:
Excel

Screenshot of the Incumbent History Report Run Control Page



ADDITIONAL INFORMATION:
Position Number field is a required field.

Screenshot of the Incumbent History Report

Commonwealth of Virginia														
INCUMBENT POSITION HISTORY REPORT														
Run Date: 09/17/2021														
Report ID: RHR461I	Run Time: 01:32 00													
Page No. 1	of	1												
Run Control Parameters														
As of Date :	3/31/2021													
Position Number :	DOA00125													
Show Components :	Y													
POSITION														
Bus Unit	15100													
BU Descr	Department of Accounts													
Company	DOA													
Comp Descr	Department of Accounts													
Deptid	95400													
Dept Descr	General Accounting Operations													
Job Code	19032													
Position Nbr	DOA00125													
Position Title	Accounting Analyst													
Status	A													
Sal Pln	SW													
Sal Grd	5													
Sal Step														
POSITION INCUMBENT														
Entry DT	Exit Date	Incumben	Emplid	Cur Cd	Entry Sala	Comp Fre	Entry Pln/	Cur Cd	Exit Salary	Comp Fre	Exit Pln/G	Exit Reasc	US SOC CD	VPA Elig
1/10/2007				USD	3284.92	S	SW/5/ 00				//			
		Compensa	STATE	USD	78838	A								

Job Group Diversity Analysis (RHR293)

REVISED: 09/15/2021

DESCRIPTION:
This report provides an analysis of the makeup of your workforce by job groups or job functions within the agency and each department. These totals are further detailed by ethnicity and gender, and furthermore by ethnicity within each gender. Agencies may use this report to analyze disparate impact and to review ethnicity date prior to the EEO4 report deadline.

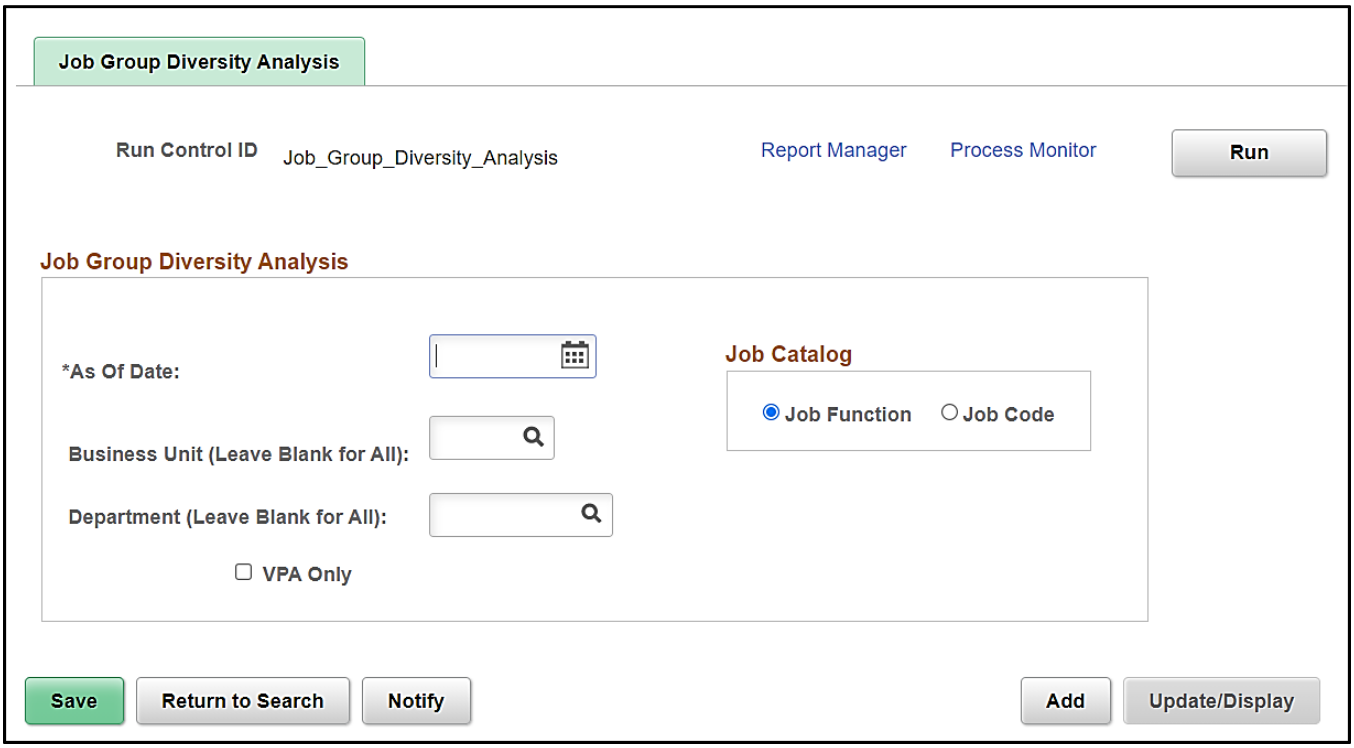
DHRM, Agency HR Managers and Agency HR SMEs use this report to examine job groupings in relation to company structure. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Workforce Reports > Job Group Diversity Analysis

INPUT / SEARCH CRITERIA:
As of Date
Job Category (Job Function or Job Code)
Business Unit (Leave Blank for All)
Department (Leave Blank for All)
VPA only (checkbox)

OUTPUT FORMAT:
Excel

Screenshot of the Job Group Diversity Analysis Report Run Control Page



ADDITIONAL INFORMATION:
As of Date field defaults to current day but may be updated.

Screenshot of the Job Group Diversity Analysis Report

Cardinal

Commonwealth of Virginia
Job Group Diversity Analysis

Report ID: RHR293

Run Date: 04/30/2021
Run Time: 14:15:55
Page No: 1 of 1

As of Date	03/31/2021

Job Function	Business Unit	Department	Total Employees	Total Minorities	Male								Female							
					White	Hispanic	Black	Asian/Pcls	AmInd	2+Race	Not Specified	Total	White	Hispanic	Black	Asian/Pcls	AmInd	2+Race	Not Specified	Total
COO - Computer Operations	10000	1000	1	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
UGR - Ungraded	10000	1100	10	7	1	2	2	0	0	0	0	5	2	2	1	0	0	0	0	5
UGR - Ungraded	10100	2207	10	7	1	2	2	0	0	0	0	5	2	2	1	0	0	0	0	5
UGR - Ungraded	10700	10700	4	0	1	0	0	0	0	0	0	1	3	0	0	0	0	0	0	3
UGR - Ungraded	11000	11000	31	26	3	0	0	0	0	0	10	13	2	0	0	0	0	0	16	18
COO - Computer Operations	11300	10000	26	0	26	0	0	0	0	0	0	26	0	0	0	0	0	0	0	0
UGR - Ungraded	11300	10000	13	10	1	2	2	0	1	0	0	6	2	2	1	1	1	0	0	7
UGR - Ungraded	11400	10000	3	3	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	3
WGE - Wage Only	12200	12100	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
ADS - Admin & Office	12300	VAPA	8	5	1	1	2	0	0	0	0	4	2	1	1	0	0	0	0	4
WGE - Wage Only	12300	AIRGUARDFD	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
WGE - Wage Only	12300	CHALLENGE	7	5	1	0	2	0	0	0	0	3	1	1	2	0	0	0	0	4
WGE - Wage Only	12300	DISTLEARN	4	0	3	0	0	0	0	0	0	3	1	0	0	0	0	0	0	1
WGE - Wage Only	12300	EDUCATION	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
WGE - Wage Only	12300	FACILITIES	35	11	22	3	7	1	0	0	0	33	2	0	0	0	0	0	0	2
WGE - Wage Only	12300	FTPICBILL	6	5	0	0	0	0	0	0	0	0	1	0	5	0	0	0	0	6
WGE - Wage Only	12300	FTPICDPW	25	7	14	1	3	0	0	0	0	18	4	0	3	0	0	0	0	7
WGE - Wage Only	12300	FTPICFIRE	3	0	3	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0
WGE - Wage Only	12300	ITAM	2	0	2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0

Job Group Diversity Analysis- New Hires (RHR503)

REVISED: 09/15/2021

DESCRIPTION:
This is a custom report of new hires by Secretariat and the occupational group/job function to examine job groupings in relation to company structure. Report provides totals by ethnicity, by gender, and by ethnicity within gender. This report replaces the legacy DHRM PME210. **The results include salaried hires or rehires only. Used to analyze disparate impact with regard to Hiring.**

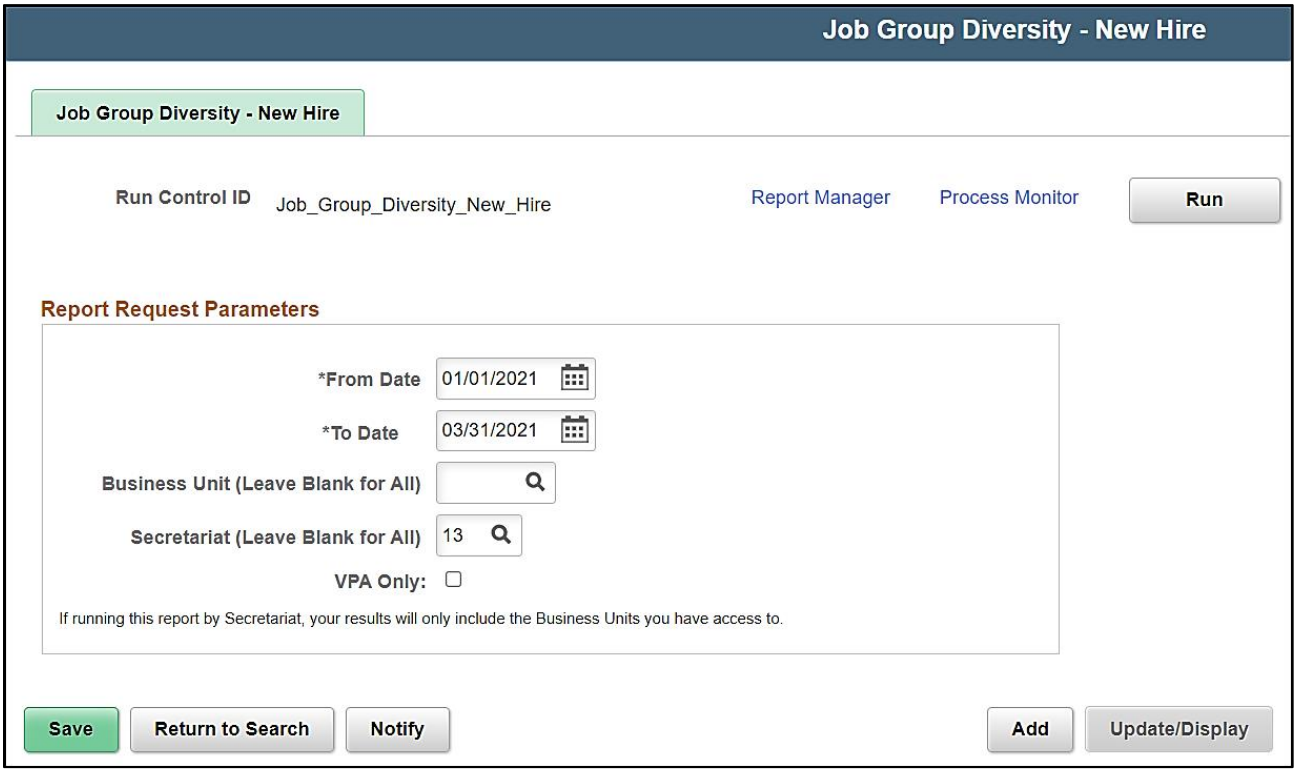
This report is used by Agency and DHRM HR Analysts, SMEs, and Managers. Parameters include VPA and Run by Secretariat.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Workforce Reports > Job Group Diversity – New Hire

INPUT / SEARCH CRITERIA:
From Date
To Date
Business Unit (Leave Blank for All)
Secretariat (Leave Blank for All)
VPA Only (checkbox)

OUTPUT FORMAT:
PDF

Screenshot of the Job Group Diversity Analysis- New Hires Report Run Control Page



ADDITIONAL INFORMATION:
From Date and **To Date** fields are required fields.

Screenshot of the Job Group Diversity Analysis - New Hires Report

Cardinal

Commonwealth of Virginia

Job Group Diversity Analysis - New Hires

Run Date: 04/21/2021
Run Time: 16:42:43
Page 1 of 1

Report ID:RHR503
Business Unit:
From Date: 1/1/2021
To Date: 3/31/2021

	Total New Hire	Total Minorities	MALE							FEMAIL						
			White	Hispanic	Black	Ans/Pcls	Amind	2+Race	Total	White	Hispanic	Black	Ans/Pcls	Amind	2+Race	Total
Secretariat 3:Education																
BU:21300																
Prof - Assistant Professor	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Secretariat 6:Public Safety & Homeland Secty																
BU:71800																
Corr Ent Systems Analyst	1	1	0	0	1	0	0	0	1	0	0	0	0	0	0	0
Secretariat 7:Legislative																
BU:10000																
COV Default	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Secretariat 13:Finance																
BU:15100																
Financial Services Spec I	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0
Secretariat 16:Commerce and Trade																
BU:85100																
Financial Services Speclist II	2	1	1	0	0	0	0	0	2	0	0	0	0	0	0	0

Leave of Absence Report (RHR205)

REVISED: 04/13/2023

DESCRIPTION:
This is a custom report run at the summary or detail level and used to monitor employees on paid and unpaid leave. Report summary displays counts of employees on leave of absence by Action/Action Reason, percentage of population, and average leave duration. Report includes percentages of employees by leave type and by Department that roll up to Detail report list of employees on leave.

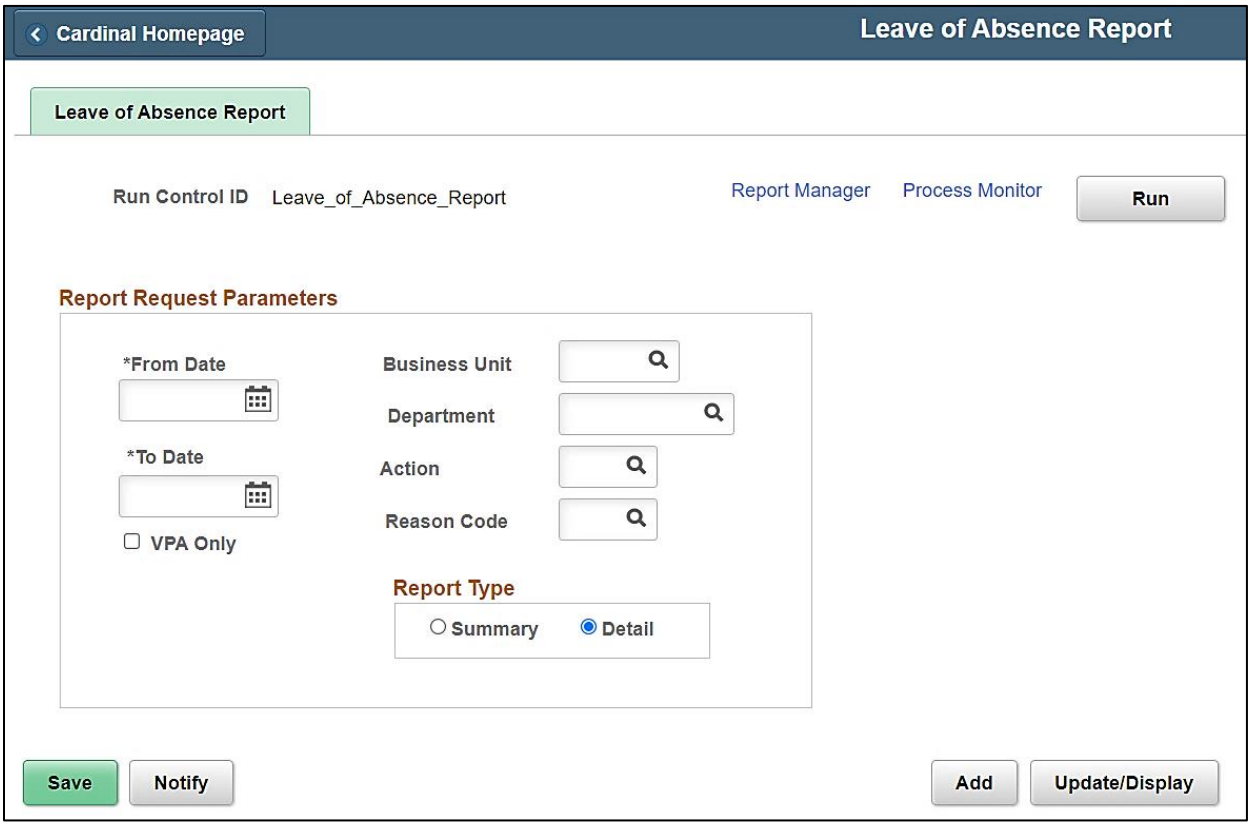
Report is used by payroll and HR who are responsible for managing leave data.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration> Job Information > Reports > Leave of Absence Report

INPUT / SEARCH CRITERIA:
From Date
To Date
VPA Only (checkbox)
Business Unit
Department
Action
Reason Code
Report Type (Summary or Detail)

OUTPUT FORMAT:
Excel

Screenshot of Leave of Absence Report Run Control Page



ADDITIONAL INFORMATION:
From Date and **To Date** fields are required fields.

Screenshot of the Leave of Absence Report – Summary Report

Commonwealth of Virginia
Leave of Absence Report
Summary Report

Report ID: RHR205S
Run Date: APR-13-2023
Run Time: 12:29:32

From Date: 2023-01-01
To Date: 2023-01-31
Business Unit:
Department:
VPA Only: Y
Action:
Action Reason:

Business Unit	Department	Action	Action Reason	Num of Empl in Dept	Num of Empl on Leave	Average Leave Duration	Percent of Empl on Leave
		PLA	Long-Term Disability-Working	13	2	306	15%
		RFL	Return From Leave	13	88	0	677%
		PLA	Short-Term Disability	9	52	84	578%
		RFL	Return From Leave	9	88	0	978%
		PLA	Short-Term Disability	6	52	101	867%
		RFL	Return From Leave	6	88	0	1467%
		PLA	Personal	23	23	32	100%
		PLA	Short Term Disability-Working	23	10	173	43%
		RFL	Return From Leave	23	88	0	383%
		DTA	Paid Leave Extension	12	92	140	767%
		PLA	Short Term Disability-Working	16	10	68	63%
		DTA	Paid Leave Extension	13	92	182	708%
		PLA	Short Term Disability-Working	13	10	48	77%
		RFL	Return From Leave	13	88	0	677%
		PLA	Administrative Leave	11	5	21	45%
		RFL	Return From Leave	11	88	0	800%
		DTA	Paid Leave Extension	27	92	30	341%
		PLA	Short-Term Disability	27	52	43	193%
		RFL	Return From Leave	27	88	0	326%
		PLA	Personal	7	23	19	329%
		DTA	Paid Leave Extension	9	92	60	1022%
		PLA	Personal	20	23	34	115%
		PLA	Short-Term Disability	20	52	64	260%
		RFL	Return From Leave	20	88	0	440%
		DTA	Paid Leave Extension	19	92	88	484%
		PLA	Personal	19	23	18	121%

Screenshot of the Leave of Absence Report – Detail Report

Commonwealth of Virginia
Leave of Absence Report
Detail Report

Report ID: RHR205
Run Date: APR-13-2023
Run Time: 12:05:21

From Date: 2023-01-01
To Date: 2023-01-31
Business Unit:
Department:
VPA Only: Y
Action:
Action Reason:

Business Unit	Department	Employee ID	Empl Rcd	Name	Pay Group	Effective Date	Action	Action Reason	Claim Num	Expected Return Date	Probationary Expiration Date
			0		S10	2023-01-23	RFL	Return From Leave			
			0		S10	2023-01-19	RFL	Return From Leave			
			0		S10	2023-03-14	RFL	Return From Leave			
			0		S10	2023-01-17	PLA	Short Term Disability-Working		2023-03-03	2022-06-10
			0		S10	2023-02-02	RFL	Return From Leave			
			0		S10	2022-11-20	PLA	Parental Leave		2023-01-04	
			0		S10	2023-01-11	PLA	Parental Leave		2023-01-30	
			0		S10	2023-01-23	RFL	Return From Leave			
			0		S10	2023-01-03	RFL	Return From Leave			
			0		S10	2023-01-17	RFL	Return From Leave			

Performance Ratings Detail & Summary Reports (RHR265)

REVISED: 09/15/2021

DESCRIPTION:
This report displays performance ratings available at summary or detail level. Summary provides counts and percentages of employee ratings. Detailed report provides employee names, ID, EEO codes, rating, effective date, re-evaluation date and status.

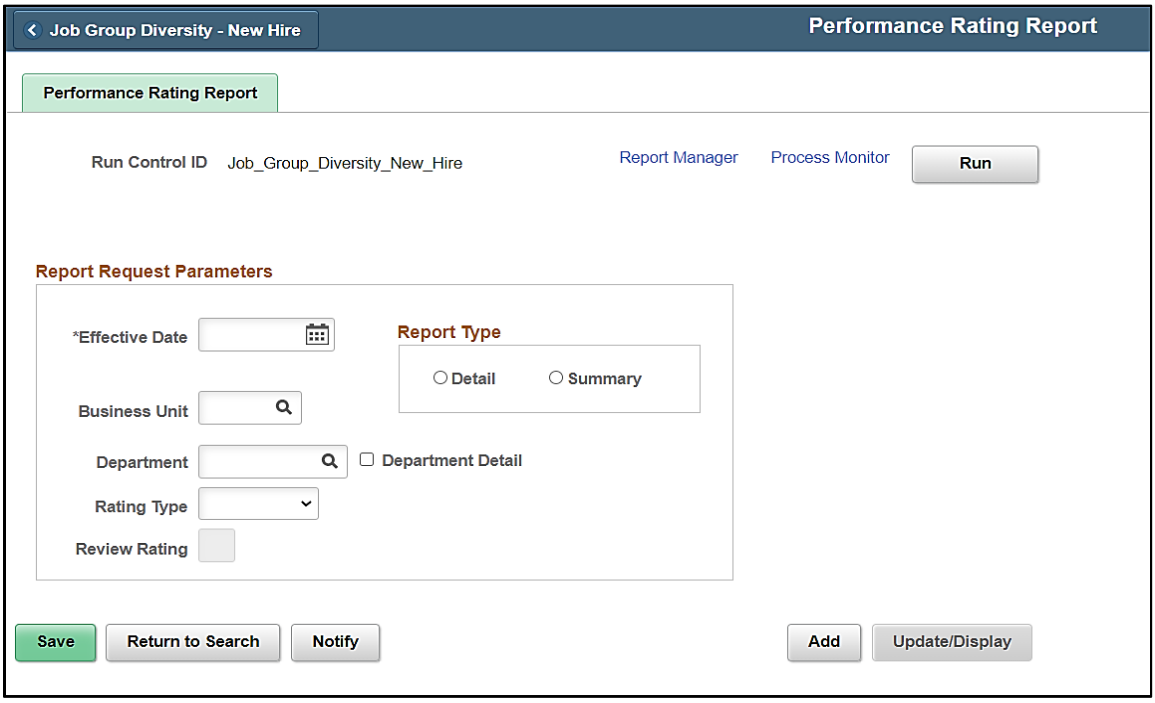
This report is used by agencies and DHRM to determine outstanding ratings and re-evaluation statuses, as well as EEO analysis. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

NAVIGATION PATH:
NavBar > Menu > Workforce Development > Performance Management > Reports > Performance Rating Report

INPUT / SEARCH CRITERIA:
Effective Date
Report Type (Detail or Summary)
Business Unit
Department
Department Detail
Department Detail (checkbox)
Rating Type

OUTPUT FORMAT:
PDF

Screenshot of the Performance Ratings Detail & Summary Reports Run Control Page



ADDITIONAL INFORMATION:
Effective Date field is a required field. **Business Unit** and **Department** fields are optional fields; leave Blank for all results.

Screenshot of the Performance Ratings Detail Report

Business Unit	Department	Empl ID	Empl Rcd	Name	Position	Eff Dt	Eff Seq	Rating Type	Rating Cycle	Review Rating	Re-Eval Status	Re-Eval Date	Age	Sex	EEO Code
10000	1100		0		SOVPY013									M	6
10000	1100		1		SOVPY014									M	6
10000	1100		0		SOVPY014									F	6
10000	1100		0		SOVPY015									M	6
10000	1100		0		SOVPY016									F	6
10000	1100		0		SOVPY017									M	6

Screenshot of the Performance Ratings Summary Report

Commonwealth of Virginia
Performance Ratings Details & Summary Report
Summary Report

Report ID: RHR265

Effective Date	2021-03-31
Business Unit	
Department	
Rating Type	
Review Rating	
Report Type	S
Department Detail	N

Business Unit	Business Unit Total Employees	Department	Department Total Employees	Review Rating	Employee Count	Percent
10000	11	Business Unit Totals		Not Rated	11	100%
10100	10	Business Unit Totals		Not Rated	10	100%
11300	13	Business Unit Totals		Not Rated	13	100%
12200	46	Business Unit Totals		Not Rated	46	100%
12300	504	Business Unit Totals		Not Rated	504	100%
12700	193	Business Unit Totals		Not Rated	193	100%
12800	337	Business Unit Totals		Not Rated	337	100%
12900	126	Business Unit Totals		Not Rated	126	100%
13200	52	Business Unit Totals		Not Rated	52	100%
13300	10	Business Unit		Not Rated	10	100%

Person Data Changes Report (RHR501)

REVISED: 08/1/2024

DESCRIPTION:
This is a custom report to capture all personal data changes within a range of dates. The report displays the field that was changed, the date the change was made, who made the change, the old value, and the new value.

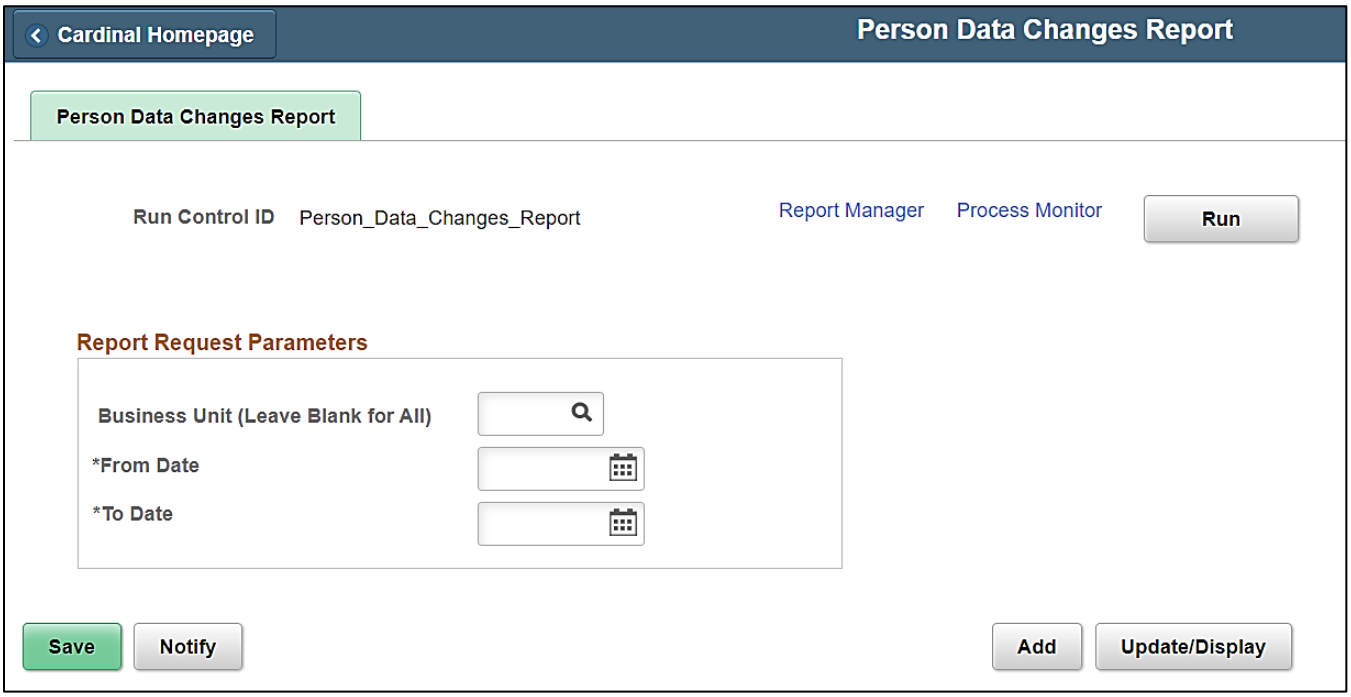
This report is used by Payroll, Benefit (BN), and HR Administrators to audit and validate personal data changes that impact downstream processes.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Workforce Reports > Person Data Changes Report

INPUT / SEARCH CRITERIA:
Business Unit (Leave Blank for All)
From Date
To Date

OUTPUT FORMAT:
PDF
XLS

Screenshot of the Person Data Changes Report Run Control Page



ADDITIONAL INFORMATION:
From Date and **To Date** fields are required fields.

Screenshot of the Person Data Changes Report

Cardinal

Commonwealth of Virginia
Person Data Changes

Report ID: RHR501
Run Date: APR-27-2021
Run Time: 16:51:30

Business Unit: **Begin Date:** 2021-01-01 **End Date:** 2021-03-31

Bus Unit	Emplid	Empl Rcd	Name	Field Changed	Change Date	Changed By	Old Value	New Value
VRSRT		0		DT_OF_DEATH	2021-03-10		2019-08-03	2019-08-28
VRSRT		0		POSTAL	2021-01-06			23220
VRSRT		0		NAME_DISPLAY_SRCH	2021-01-06			HREEHR
VRSRT		0		NAME_FORMAL	2021-01-06			HREE3 02HR0122
VRSRT		0		FT_STUDENT	2021-01-06			N
VRSRT		0		HIGHEST_EDUC_LVL	2021-01-06			A
VRSRT		0		SEX	2021-01-06			U
VRSRT		0		MAR_STATUS_DT	2021-01-06			2019-11-10
VRSRT		0		MAR_STATUS	2021-01-06			U
VRSRT		0		NAME_DISPLAY	2021-01-06			HREE3 02HR0122
VRSRT		0		EMAIL_ADDR	2021-01-06			HREE3.02HR0122@personal.com
VRSRT		0		EMAIL_ADDR	2021-01-06			HREE3.02HR0122@VRA.virginia.gov
VRSRT		0		LAST_NAME_PREF_NLD	2021-01-06			1
VRSRT		0		FIRST_NAME	2021-01-06			HREE3
VRSRT		0		LAST_NAME	2021-01-06			02HR0122
VRSRT		0		FIRST_NAME_SRCH	2021-01-06			HREE
VRSRT		0		LAST_NAME_SRCH	2021-01-06			HR
VRSRT		0		NAME	2021-01-06			02HR0122,HREE3
VRSRT		0		COUNTRY_NM_FORMAT	2021-01-06			001
VRSRT		0		EFF_STATUS	2021-01-06			A
VRSRT		0		NAME_TYPE	2021-01-06			PRI
VRSRT		0		COUNTRY	2021-01-06			USA
VRSRT		0		EFF_STATUS	2021-01-06			A
VRSRT		0		ADDRESS_TYPE	2021-01-06			HOME
VRSRT		0		COUNTY	2021-01-06			Richmond City
VRSRT		0		STATE	2021-01-06			VA
VRSRT		0		CITY	2021-01-06			Richmond
VRSR		0		ADDRESS1	2021-01-06			Main St

Position Data Upload Error Report (RHR041)

REVISED: 09/15/2021

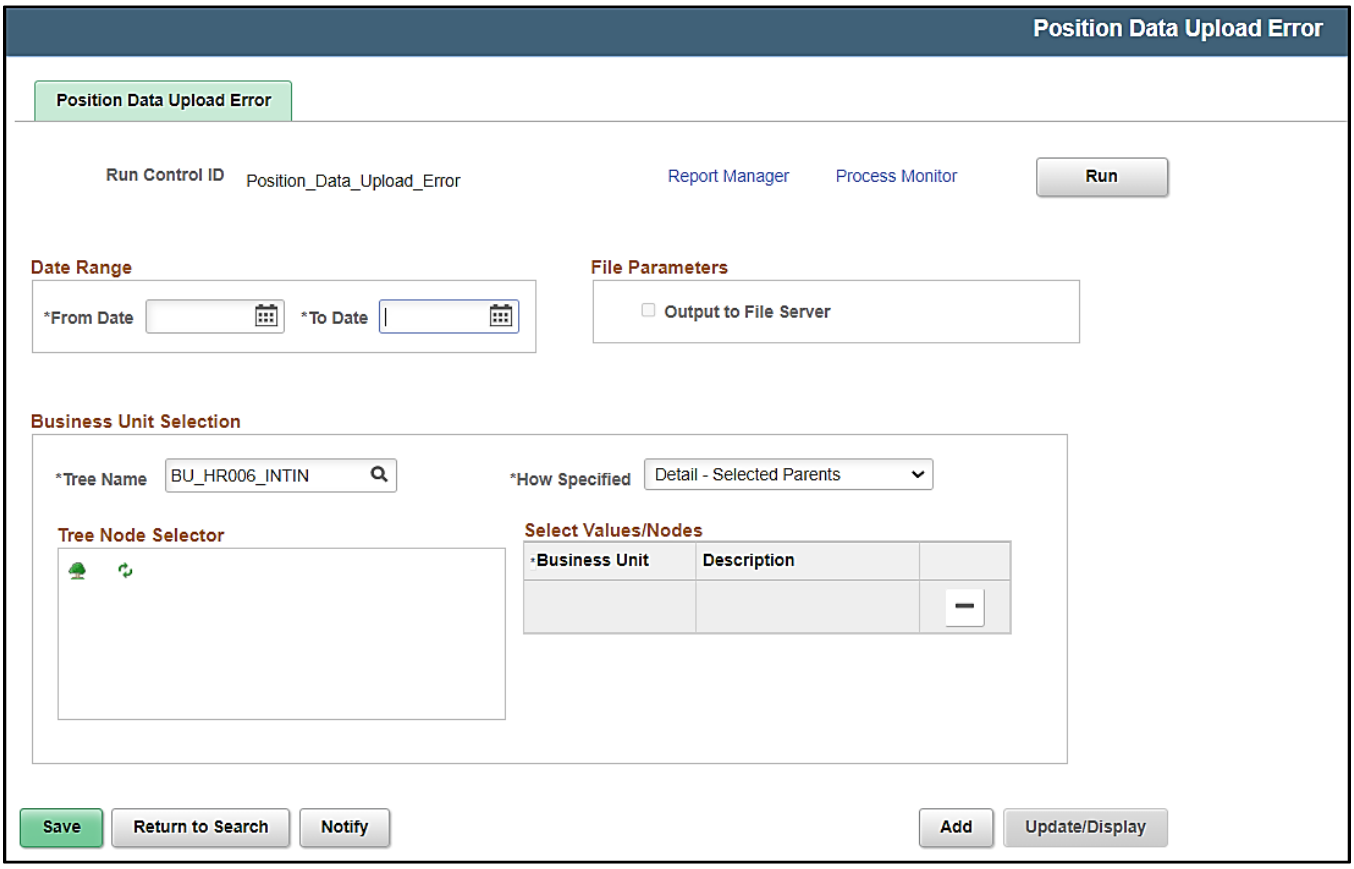
DESCRIPTION:
This is a report to be used by interfacing agencies only. This custom report displays errors for agencies who are interfacing position data (HR006). This error report should be reviewed by interfacing agencies regularly to address and correct errors online timely.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Position Data Upload Error

INPUT / SEARCH CRITERIA:
From Date
To Date
Output to File Server (checkbox)
Tree Name BU_HR006_INTIN
How Specified Detail Selected Parents

OUTPUT FORMAT:
PDF

Screenshot of the Position Data Upload Error Report Run Control Page



ADDITIONAL INFORMATION:
Output to File Server checkbox to only be used by Batch user.
From Date and **To Date** fields are required fields.

Tree Name and **How Specified** fields are also required fields. The **Tree Node Selector** section populates after the required fields are entered and the **Tree** icon is selected. Expanding the Tree and selecting the desired BU populates the **Select Value/Nodes** section. Tree nodes are built with all of the agencies and their respective departments. They are applied in different forms to include or exclude data.

Screenshot of the Position Data Upload Error Report

Report ID: RHR041

Commonwealth of Virginia

POSITION DATA UPLOAD ERROR REPORT

Run Date: 08/23/2020
Run Time: 05:10 00

Page No. 1 of 6

Transactional HR BU: 15600
Upload Date Range: 22-AUG-2020 **to** 23-AUG-2020

File Name: 15600_HR006_IN_08222020_1843_001.DAT
Upload Date: 23-AUG-2020

HR Position BU: 15600

Position	Error Field Name	Field Value	Error Type	Error Description
()#HR045	COMPANY	DSP	E	Invalid Company Code used with Position number in file; Default company code was used
DSPHR001	ACTION_REASON	INA	E	Position ACTION_REASON = INA & STATUS = A in input file and rejected this transaction.
DSPHR010	V_LICENSE_CODE2		W	License Code was left blank because field value was invalid/Blank.
DSPHR010	V_LICENSE_CODE1		W	License Code was left blank because field value was invalid/Blank.
DSPHR010	WORKERS_COMP_CD		W	Workers Comp Code was set to default '8810' because field value was Invalid/blank.
DSPHR010	US_SOC_CD		W	SOC Code was set to default Blank because field value was Invalid/blank.
DSPHR010	STEP	0	W	Step Field value set to default '0' because the field value was Invalid.
DSPHR010	SUPV_LVL_ID		W	Supervisor Level ID was set to default 'E' because field value was blank or invalid.
DSPHR010	V_LICENSE_CODE3		W	License Code was left blank because field value was invalid/Blank.

Position History Report (RHR461H)

REVISED: 09/15/2021

DESCRIPTION:
This report shows position history details for active and inactive positions. This report displays all relevant position fields and position sibling information requested by the run control parameters. Agencies may use this report to analyze changes made to positions over a period of time for classification study purposes.

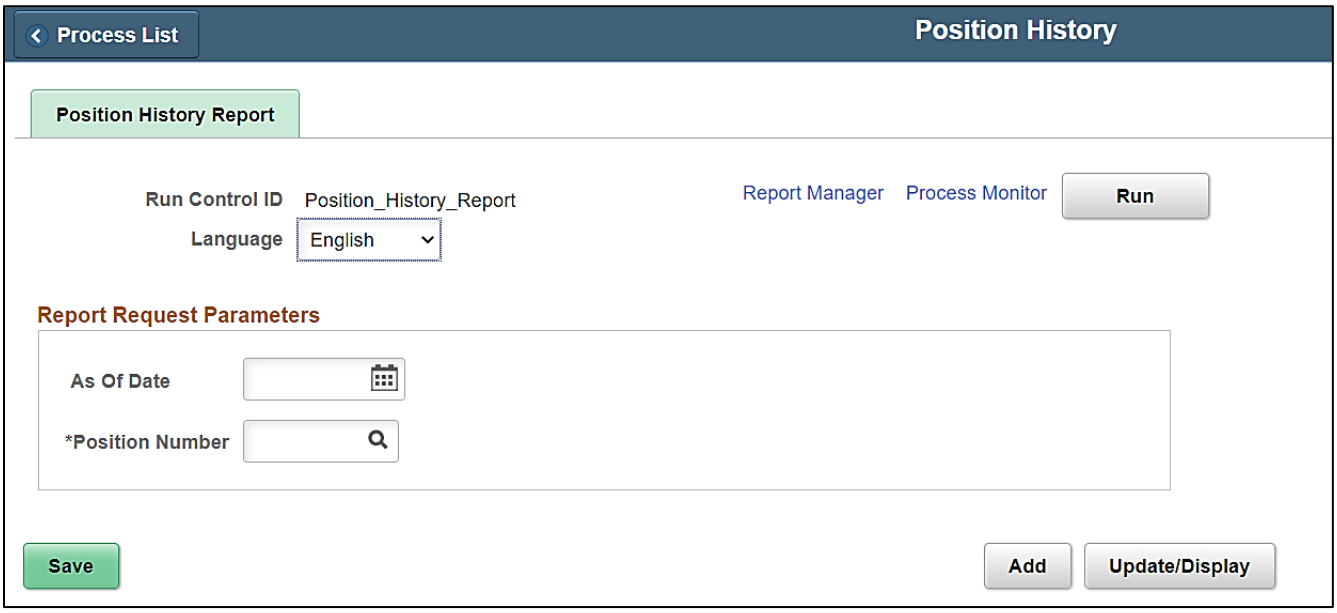
This report is used by DHRM and Agency HR.

NAVIGATION PATH:
NavBar > Menu > Organizational Development > Position Management > Position Reports > Position History

INPUT / SEARCH CRITERIA:
As Of Date
Position Number

OUTPUT FORMAT:
CSV

Screenshot of the Position History Report Run Control Page



ADDITIONAL INFORMATION:
Position Number field is a required field. Report output only available in CSV format.

Screenshot of the Position History Report

Commonwealth of Virginia																			
POSITION	Run Date: 01/19/2021																		
Report ID:	Run Time: 10:04 00																		
Page No. 1	of	1																	
Run Control Parameters																			
As of Date	1-Jan-21																		
Position N	DOCHR076																		
Position N	Eff DT	Action Date	Act RSN	Position Ti	Bus Unit	Dept	Job Code	Reports To	Company	Location	Max Head	Reg/Temp	Full/Part	Std Hrs	Work Peri	Job Shr	Status	Status Dt	Budg Posn	Last Update
DOCHR07	1/1/2021	1/19/2021	UPD	Security O	70100	125	69113	DOCHR00	DOC	CRO	1	R	F	40	Weekly	N	Approved	1/1/1901	Y	1/19/2021 10
DOCHR07	1/1/1901	1/1/1901	NEW	Security O	70100	125	69113	DOCHR00	DOC	CRO	1	R	F	40	Weekly	N	Approved	1/1/1901	Y	6/23/2020 11

Screenshot of the Position History Report (scrolled right)

atus Dt	Budg Posn	Last Update	Last Updat	Post Revie	Pos Month	Pos Econ I	Agency Fld	Pos EEO C	Pos Safe S	US SOC Cd	Alt Work S	Sensitive C	Pos Agenc	Pos Agenc	Supr Posn	Critical Ha	VPA Elig	Sal Plan	Sal Grade	Sal Step
1/1/1901	Y	1/19/2021 10:02	PPS3_BRITTANY.HUD		12	N		2	N		N	N				N	Y	SW	3	
1/1901	Y	6/23/2020 11:51	V_HR_POSITION_MG		12	N		2	N		N	N				N	Y	SW	3	

Position Summary Report (RHR471)

REVISED: 1/11/2024

DESCRIPTION:
This report displays specific position details and summarize position data including position counts and percentage of population's filled positions by Business Unit and Department and average vacancy rate.

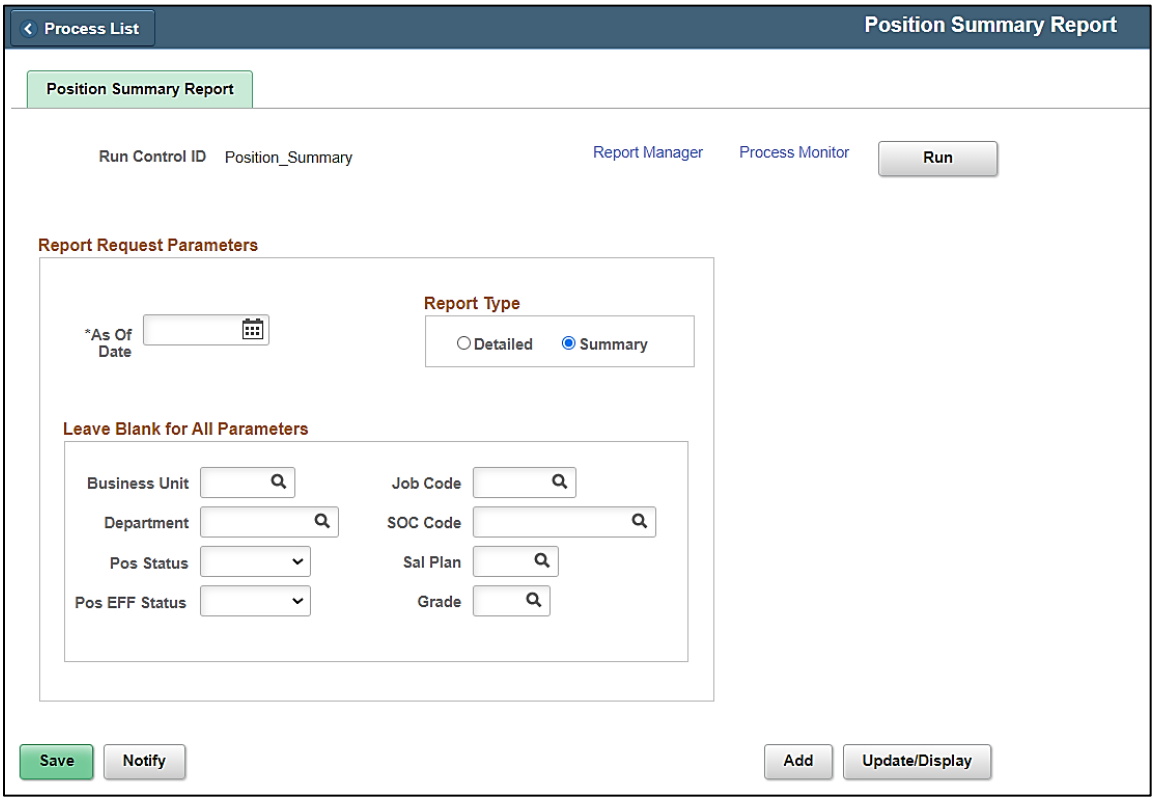
This report is used by Agency HR and DHRM Analysts and Managers.

NAVIGATION PATH:
NavBar > Menu > Organizational Development > Position Management > Position Reports > Position Summary Report

INPUT / SEARCH CRITERIA:
As of Date
Report Type (Detailed or Summary)
Business Unit (Leave Blank for All)
Job Code (Leave Blank for All)
Department (Leave Blank for All)
SOC Code (Leave Blank for All)
Pos Status (Leave Blank for All)
Sal Plan (Leave Blank for All)
Pos EFF Status (Leave Blank for All)
Grade (Leave Blank for All)

OUTPUT FORMAT:
PDF

Screenshot of the Position Summary Report Run Control Page



ADDITIONAL INFORMATION:
As Of Date field is a required field.

Screenshot of Position Summary Report – Summary View

Cardinal

Commonwealth of Virginia
Position Summary Report
Detailed Report

Run Date: 01/05/2024
Run Time: 16:47:35
Page 1 of 1

Report ID:RHR471

As of Date: 01/05/2024
Business Unit: 14000
Department:
Position Status:
Position Eff Status:
JobCode:
SOC Code:
Grade:

BU Description	Department	Num of Active BU Positions	Num of Active Dept Positions	Num of Vacant Positions	Avg BU Vacancy Rate
Dept of Criminal Justice Svcs	10110	215	4	2	1%
Dept of Criminal Justice Svcs	10120	215	3	0	0%
Dept of Criminal Justice Svcs	10210	215	1	0	0%
Dept of Criminal Justice Svcs	10220	215	11	4	2%
Dept of Criminal Justice Svcs	10230	215	10	4	2%
Dept of Criminal Justice Svcs	10250	215	1	0	0%
Dept of Criminal Justice Svcs	10260	215	12	3	1%
Dept of Criminal Justice Svcs	10270	215	2	1	0%
Dept of Criminal Justice Svcs	10310	215	2	1	0%
Dept of Criminal Justice Svcs	10320	215	10	3	1%
Dept of Criminal Justice Svcs	10330	215	23	1	0%
Dept of Criminal Justice Svcs	10340	215	9	1	0%
Dept of Criminal Justice Svcs	10410	215	4	4	2%
Dept of Criminal Justice Svcs	10510	215	1	0	0%
Dept of Criminal Justice Svcs	10530	215	14	5	2%
Dept of Criminal Justice Svcs	10540	215	11	1	0%
Dept of Criminal Justice Svcs	10610	215	3	1	0%
Dept of Criminal Justice Svcs	10620	215	7	1	0%
Dept of Criminal Justice Svcs	10630	215	7	1	0%
Dept of Criminal Justice Svcs	10640	215	5	1	0%
Dept of Criminal Justice Svcs	10710	215	8	1	0%
Dept of Criminal Justice Svcs	10720	215	9	1	0%
Dept of Criminal Justice Svcs	10730	215	6	1	0%
Dept of Criminal Justice Svcs	10740	215	7	2	1%
Dept of Criminal Justice Svcs	10810	215	3	3	1%
Total		215	173	42	20%

Screenshot of Position Summary Report – Detail View

Cardinal

Commonwealth of Virginia
Position Summary Report
Detail Report

Run Date: 01/11/2024
Run Time: 10:16:43
Page 1 of 1

Report ID:RHR471

As of Date: 01/11/2024
Business Unit: 77700
Department:
Position Status: A
Position Eff Status:
JobCode:
SOC Code:
Grade:

BU Description	Department	Position Number	Position Effdt	Position Description	Position Status	Position Eff Status	Job Code	SOC code	Grade	Position Vacant
Department of Juvenile Justice	50001	DJJXEA01	6/30/2022	Special Education and Student	A	A	29143	25-9099	3	N
Department of Juvenile Justice	50001	DJJXEA03	7/1/2022	Art Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJJXEA02	9/5/2023	Principal	A	A	29134	25-9031	5	N
Department of Juvenile Justice	50001	DJJXEA00	1/10/2023	School Psychologist	A	A	49212	19-3031	5	N
Department of Juvenile Justice	50001	DJJXEA06	1/1/1901	History Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJJXEA20	1/1/1901	Special Education Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJJXEA34	8/8/2022	Culinary Arts Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJJXEA21	1/1/1901	Welding Instructor	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJJXEA07	2/25/2023	Special Education Teacher	A	A	29112	25-2000	4	Y
Department of Juvenile Justice	50001	DJJXEA22	3/3/2023	Math Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJJXEA35	1/10/2023	Inst. Tech. Res. Specialist	A	A	29113	25-2000	5	N
Department of Juvenile Justice	50001	DJJXEA08	7/13/2022	School Counselor	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJJXEA23	1/1/1901	Biology Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJJXEA36	3/3/2023	English Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJJXEA09	1/1/1901	Special Education Teacher	A	A	29112	25-2000	4	N

Reward and Recognition Compliance Report (RHR490)

REVISED: 09/15/2021

DESCRIPTION:
This report audits the Rewards and Recognition page entries by applying edits (e.g., lifetime max, fiscal year limits, occurrence limit, and referral bonus limit) for classified employees only. This report displays transactions logged on the Rewards and Recognition page that are outside of policy defined compliance criteria with supporting field level detail (e.g., effective date, agency, employee, reason code, amount, and written agreement expiration).

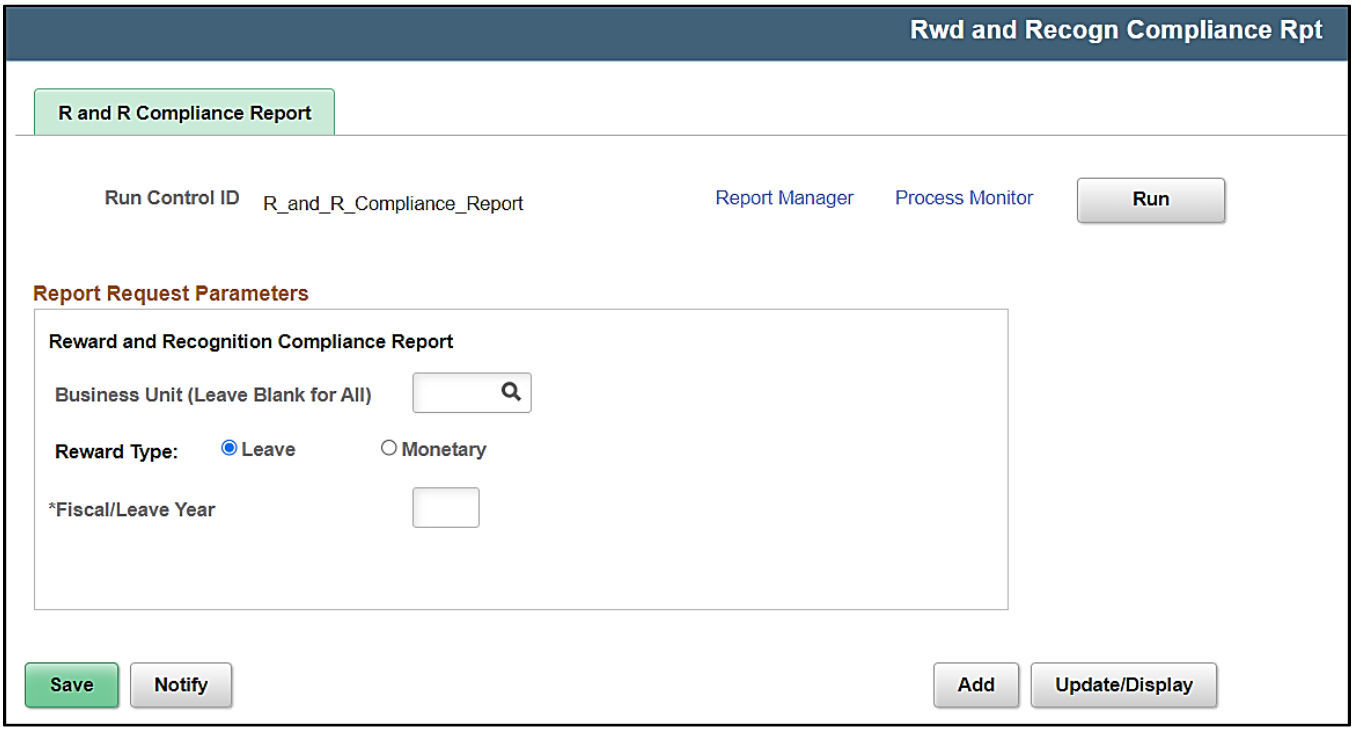
This report is used by Agency and DHRM HR staff to ensure Bonus and Leave Actions comply with DHRM Policy for all classified employees.

NAVIGATION PATH:
NavBar > Menu > Workforce Development > Rwd and Recogn Compliance Rpt

INPUT / SEARCH CRITERIA:
Business Unit (Leave Blank for All)
Reward Type (Leave or Monetary)
Fiscal/Leave Year

OUTPUT FORMAT:
Excel

Screenshot of the Reward and Recognition Compliance Report Run Control Page



ADDITIONAL INFORMATION:
Fiscal/Leave year field is a required field.

Screenshot of the Reward and Recognition Compliance Report (Monetary Reward)

Cardinal

Commonwealth of Virginia

Reward and Recognition Compliance Report

Page No: 1
Run Date: 04/29/2021
Run Time: 03:03:40 PM

Report ID: RHR490

Business Unit %
Start Date 07/01/2019
End Date 06/30/2020

Reward Type Monetary: Annual

Business Unit	Empl ID	Empl Rcd	Employee	Effective Date	Reward Type	Reward Hours	Reward Amount	Written Agreement Expiration	Comments
21500		0		12/16/2019	ERB	0.00	7000.00		
21500		0		12/23/2019	RNB	0.00	17000.00		
21500		0		12/26/2019	RNB	0.00	33000.00		

Reward Type Monetary: One Time Limit

Business Unit	Empl ID	Empl Rcd	Employee	Effective Date	Reward Type	Reward Hours	Reward Amount	Written Agreement Expiration	Comments
70500		0		08/10/2019	RLP	0.00	5000.00		007741807705
72800		0		07/10/2019	RNB	0.00	25000.00		

Screenshot of the Reward and Recognition Compliance Report (Leave Reward)

Cardinal

Commonwealth of Virginia

Reward and Recognition Compliance Report

Page No: 1
Run Date: 05/05/2021
Run Time: 02:24:20 PM

Report ID: RHR490

Business Unit %
Leave Year 2019

Reward Type Leave: Absence Management

Business Unit	Empl ID	Empl Rcd	Employee	Effective Date	Reward Type	Reward Hours	Reward Amount	Written Agreement Expiration	Comments
70200		0		11/09/2019	ALI	336.00	0.00		
70200		0		11/09/2019	ALI	268.80	0.00		
70200		0		11/09/2019	ALI	283.50	0.00		
70200		0		11/09/2019	ALI	249.00	0.00		
70200		0		11/09/2019	ALI	336.00	0.00		
70200		0		11/09/2019	ALI	344.00	0.00		
70200		0		11/09/2019	ALI	260.00	0.00		
70200		0		11/09/2019	ALI	259.00	0.00		
70200		0		11/09/2019	ALI	336.00	0.00		
70200		0		11/09/2019	ALI	250.70	0.00		
70200		0		11/09/2019	ALI	250.50	0.00		
77700		0		11/09/2019	ERL	42.50	0.00		

Reward and Recognition Leave Report (RHR280)

REVISED: 09/15/2021

DESCRIPTION:
This report displays leave award options of summary or detail from Reward and Recognition pages as well as from Cardinal Absence Management. Summary also displays leave award totals, percentage of population, and average amounts granted.

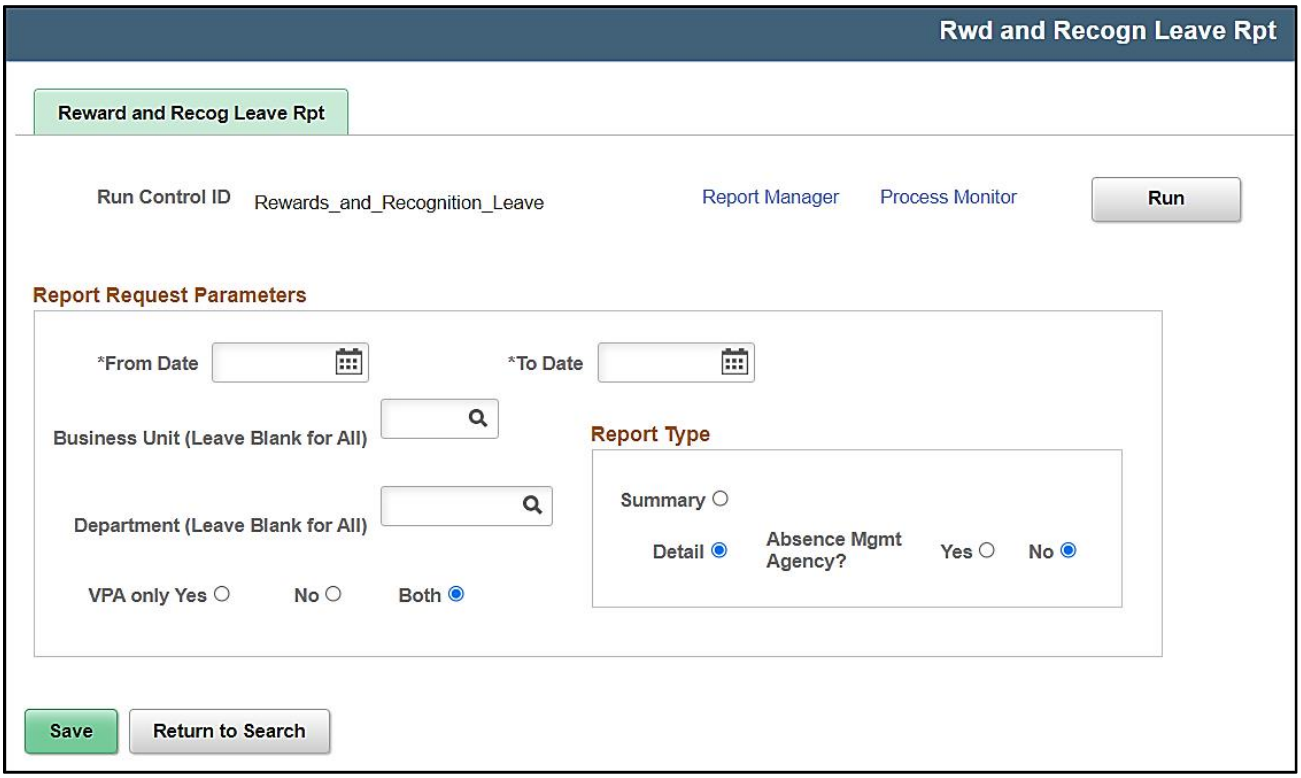
Report is used by DHRM, Agency HR Analysts, Agency HR Managers and by Payroll to validate and audit exceptional and recognition leave and bonus award payments, and audit SPOT payments.

NAVIGATION PATH:
NavBar > Menu > Workforce Development > Rwd and Recogn Leave Rpt

INPUT / SEARCH CRITERIA:
From Date
To Date
Business Unit (Leave Blank for All)
Department (Leave Blank for All)
Report Type (Summary or Detail)
Absence Mgmt Agency? (Yes or No)
VPA Only (Yes or No or Both)

OUTPUT FORMAT:
Excel

Screenshot of the Reward and Recognition Leave Report Run Control Page



ADDITIONAL INFORMATION:
From Date and **To Date** fields are required fields.
Screenshot of the Rewards and Recognition Leave Report (Detail Report)

Cardinal

Report ID: RHR280

Commonwealth of Virginia
Reward and Recognition Leave Report
Absence Management Detail Report

Run Date: 01/22/2024
Run Time: 3:44:40 PM
Page No: 1 of 1

From Date:	01/01/2023
To Date:	01/22/2024
Business Unit:	
Department:	
VPA Only:	B

Business Unit	Department	EmplID	Empl Rcd	Last Name	First Name	Position Nbr	Jobcode	Critical/Hard to Hire	Pay Begin Dt	Abs Type	Adjusted	Comments
			0	Card	Credit	CJS00078	Financial Services Manager I	N	05/25/2023	ALI	40	Retention/Recruitment
			0	DOE	JOHN	CJS00312	Gen Admin Manager III	N	01/10/2023	ALI	80	DCJS Exceptional Recruitment and Retention
			1	Mile	Quarter	CJS00335	Gen Admin Manager III	N	02/10/2023	ALI	40	per reward tracker

Screenshot of the Rewards and Recognition Leave Report (Summary Report)

Cardinal

Report ID: RHR280

Commonwealth of Virginia
Reward and Recognition Leave Report
Summary Report

Run Date: 04/23/2021
Run Time: 12:47:47 PM
Page No: 1 of 1

From Date:	01/01/2021
To Date:	03/31/2021
Business Unit:	
Department:	
VPA Only:	B

Business Unit: 21500
Department: 303200

Reward Type	Number of Leave Awards	PCT of Population	Avg Amount of Leave Awards Granted
ERB	1	7%	35.00
Department Total: 303200	1	7%	35.00
Business Unit Total: 21500	1	0%	35.00
StateWide Total:	1	0%	35.00

END OF REPORT

Salary Above and Below Pay Grade Report (RHR177)

REVISED: 09/15/2021

DESCRIPTION:
This is a custom report listing employees with a salary above or below the pay grade maximum or minimum.

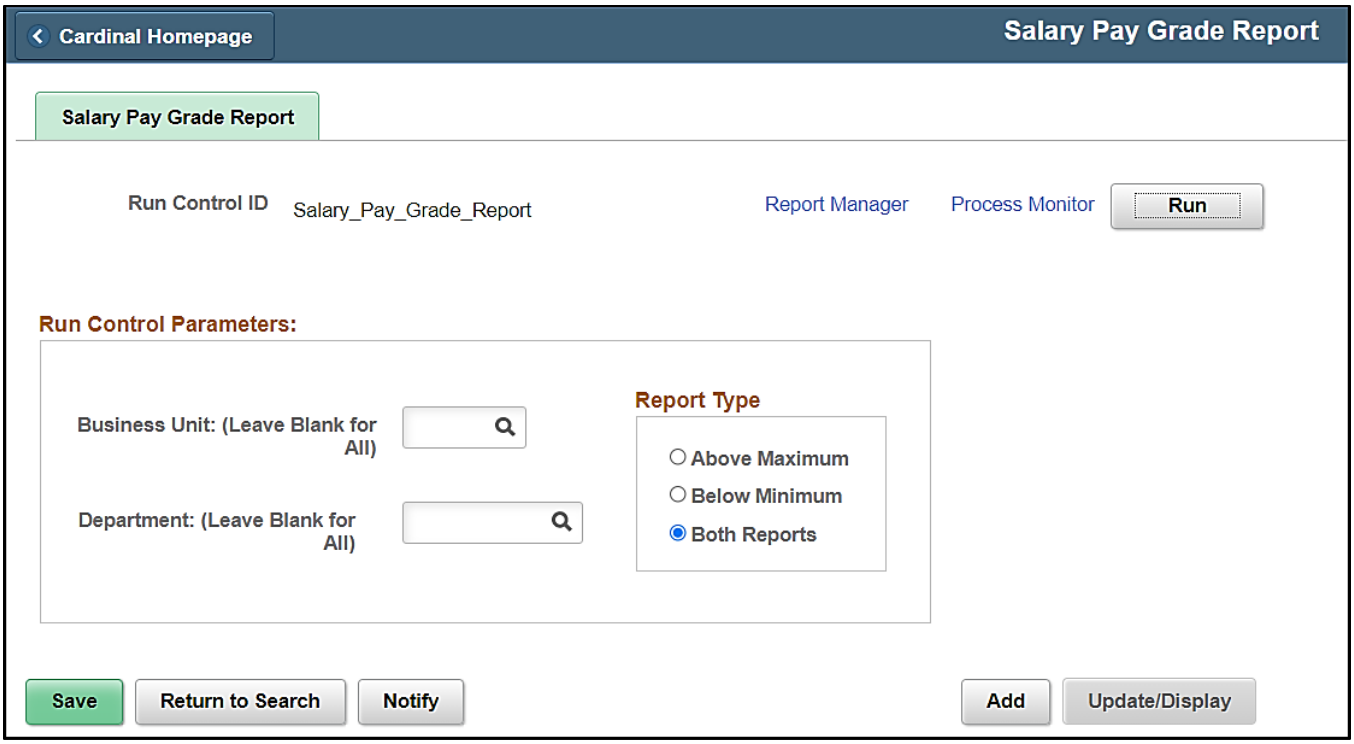
This report is used by Agency Compensation Managers, HR Managers and DHRM to audit VPA employee Salary Grades.

NAVIGATION PATH:
NavBar > Menu > Compensation > Base Compensation > Salary Plan Reports > Salary Pay Grade Report

INPUT / SEARCH CRITERIA:
Business Unit (Leave Blank for All)
Department ID (Leave Blank for All)
Report Type (checkbox)

OUTPUT FORMAT:
CSV
PDF

Screenshot of the Salary Above and Below Pay Grade Report Run Control Page.



ADDITIONAL INFORMATION:
If the **Business Unit** and/or **Department ID** fields are left blank, the report displays all business units and departments the user has access to. Run Control includes radio buttons to select Report Type (Above Maximum, Below Minimum, and Both Reports).

Screenshot of the Salary Above and Below Pay Grade Report.

Report ID: VHRR0177

Commonwealth of Virginia

SALARY ABOVE AND BELOW PAY GRADE REPORT

Run Date: 04/21/2021
Run Time: 03:24 00

Page No. 1 of 91

Business Unit:
Department ID:
Report Type: Both Reports

Business Unit: 12300 - Department of Military Affairs

Emplid	Empl Rcd	Name	Jobcode	Deptid	Position Number	Salary Plan/Grade	Maximum Salary	Annual Rate	Above Amount
Report Section: Above Maximum									

Emplid	Empl Rcd	Name	Jobcode	Deptid	Position Number	Salary Plan/Grade	Minimum Salary	Annual Rate	Amount Below
Report Section: Below Minimum									
Salary Plan: SW - Statewide									
00923567500	0	T08BN1915,Employee2agy2	19216	CHALLENGE	DMA00149	SW/6	$ 60,209.00	$ 54,000.00	$ 6,209.00

Salary Grade/Step Components Table (PER706B)

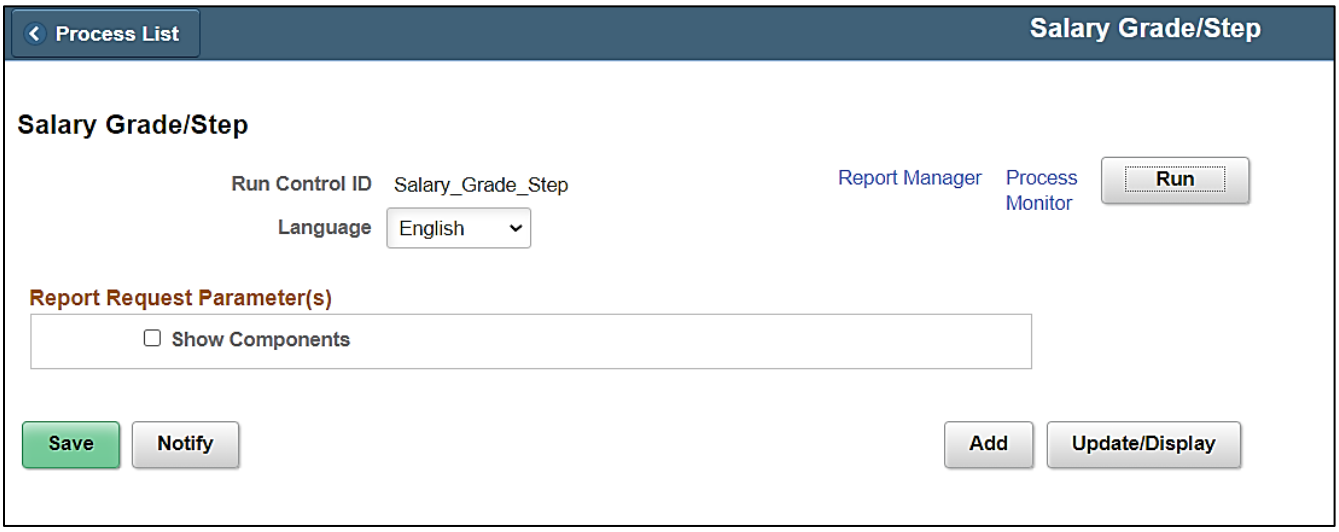
REVISED: 09/15/2021

DESCRIPTION:
This report displays Salary Plan/Grade/Step by SETID based on components applicable configuration tables at the time the report is run.

NAVIGATION PATH:
NavBar > Menu > Compensation > Base Compensation > Salary Plan Reports > Salary Grade/Step

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
Show Components (checkbox)	CSV HTM PDF

Screenshot of the Salary Grade/Step Components Table Run Control Page



ADDITIONAL INFORMATION:
This report may be run with or without the **Show Components** checkbox checked. .

Screenshot of the Salary Grade/Step Components Table

PeopleSoft
Report ID: PER706B — Salary Plan/Grade/Step/Components Table — Page No. 1
Run Date 04/14/2021
For the period 01/01/1900 through 04/14/2021 — Run Time 14:46:01

SETID	Salary Plan/Grade/Step	Descr	Effective Date	Components	Cur Freq	Hourly Rate	Daily Rate	Monthly Rate	Annual Rate	Rate Code Group	Percent	Points
19400	SW/3/ 1	SW Grade 3	01/01/1901									
19400	SW/4/ 1	SW Grade 4	01/01/1901									
19400	SW/5/ 1	SW Grade 5	01/01/1901									
20300	NV/4/ 1	NV Ext 4	01/01/1901									
20300	SW/1/ 1	SW Grade 1	01/01/1901									
20300	SW/3/ 1	SW Grade 3	01/01/1901									
20300	SW/3/ 2	SW Grade 3	01/01/1901									
20300	SW/3/ 3	SW Grade 3	01/01/1901									
20300	SW/4/ 1	SW Grade 4	01/01/1901									
20300	SW/4/ 2	SW Grade 4	01/01/1901									
20300	SW/4/ 3	SW Grade 4	01/01/1901									
20300	SW/4/ 4	SW Grade 4	01/01/1901									
20800	SW/3/ 1	SW Grade 3	01/01/1901									
21400	SW/3/ 1	SW Grade 3	01/01/1901									

Screenshot of the Salary Grade/Step Components Table (Show Components)

PeopleSoft
Report ID: PER706B — Salary Plan/Grade/Step/Components Table — Page No. 1
Run Date 04/28/2021
For the period 01/01/1900 through 04/28/2021 — Run Time 14:06:24

SETID	Salary Plan/Grade/Step	Descr	Effective Date	Components	Cur Freq	Hourly Rate	Daily Rate	Monthly Rate	Annual Rate	Rate Code Group	Percent	Points
19400	SW/3/ 1	SW Grade 3	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000		0.000	0
19400	SW/4/ 1	SW Grade 4	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000		0.000	0
19400	SW/5/ 1	SW Grade 5	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000		0.000	0
20300	NV/4/ 1	NV Ext 4	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000		0.000	0
20300	SW/1/ 1	SW Grade 1	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000		0.000	0
20300	SW/3/ 1	SW Grade 3	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000		0.000	0
20300	SW/3/ 2	SW Grade 3	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000		0.000	0
20300	SW/3/ 3	SW Grade 3	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000		0.000	0
20300	SW/4/ 1	SW Grade 4	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000		0.000	0

Salary Grade Table Report (PER706A)

REVISED: 09/15/2021

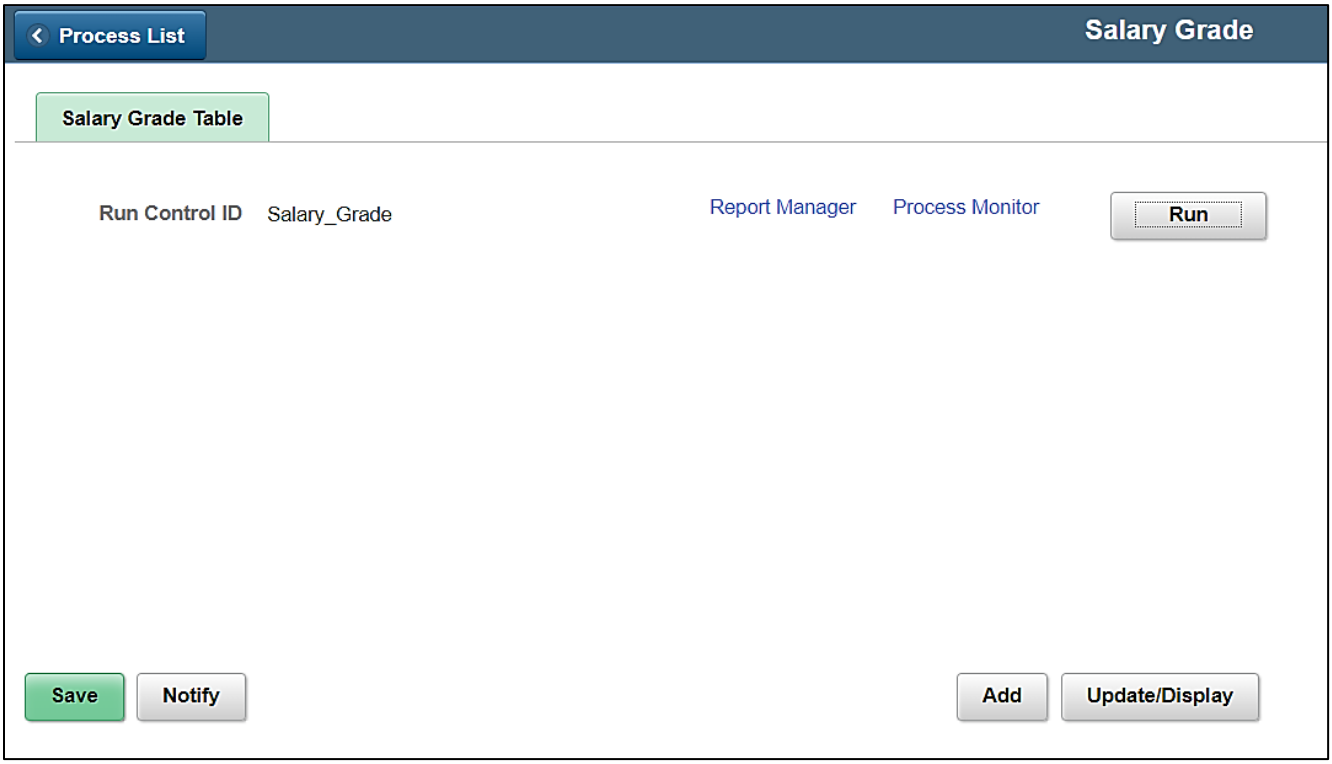
DESCRIPTION:
This report displays Salary Plan and Grade table data.

NAVIGATION PATH:
NavBar > Menu > Compensation > Base Compensation > Salary Plan Reports > Salary Grade

INPUT / SEARCH CRITERIA:
(No input required)

OUTPUT FORMAT:
PDF

Screenshot of the Salary Grade Table Report Run Control Page



ADDITIONAL INFORMATION:
In order to review results, user must click on **Report Manager** after running the report and refreshing to success.

Screenshot of the Salary Grade Table Report

ORACLE
Report ID: PER706A

PeopleSoft
SALARY PLAN / GRADE TABLE

Page No: 1 of 126
Run Date: 04/28/2021
Run Time: 14:21:42

Setid	Salary Plan/Grade	Description	Effective Date	Curr Cd	<--Hourly Min--> <--Hourly Mid--> <--Hourly Max-->	<--Daily Min--> <--Daily Mid--> <--Daily Max-->	<-- Monthly Min --> <-- Monthly Mid --> <-- Monthly Max-->	<-- Annual Min --> <-- Annual Mid --> <-- Annual Max-->
STATE			01/01/1901	USD	0.000	0.00	0.00	0
					8.731	69.85	1,513.38	18,160
					17.462	139.70	3,026.75	36,321
STATE			01/01/1901	USD	0.000	0.00	0.00	0
					42.067	336.54	7,291.67	87,500
					84.135	673.08	14,583.33	175,000
STATE			01/01/1901	USD	81.336	650.69	14,098.25	169,179
					84.284	674.27	14,609.17	175,310
					87.231	697.85	15,120.08	181,441
STATE			01/01/1901	USD	57.218	457.75	9,917.83	119,014
					63.869	510.96	11,070.63	132,848
					70.520	564.16	12,223.42	146,681
STATE			01/01/1901	USD	57.218	457.75	9,917.83	119,014
					66.204	529.64	11,475.38	137,704
					75.190	601.52	13,032.92	156,395
STATE			01/01/1901	USD	56.478	451.82	9,789.50	117,474
					69.231	553.85	11,999.96	144,000
					81.983	655.87	14,210.42	170,525
STATE			01/01/1901	USD	45.731	365.85	7,926.67	95,120
					50.899	407.19	8,822.46	105,870
					56.067	448.53	9,718.25	116,619
STATE			01/01/1901	USD	81.336	650.69	14,098.25	169,179
					88.467	707.74	15,334.29	184,012
					95.598	764.78	16,570.33	198,844
STATE			01/01/1901	USD	57.218	457.75	9,917.83	119,014
					60.183	481.47	10,431.79	125,182
					63.149	505.19	10,945.75	131,349
STATE			01/01/1901	USD	0.000	0.00	0.00	0
					36.058	288.46	6,250.00	75,000
					72.115	576.92	12,500.00	150,000
STATE			01/01/1901	USD	57.218	457.75	9,917.83	119,014

Salary Structure Report (CMP001)

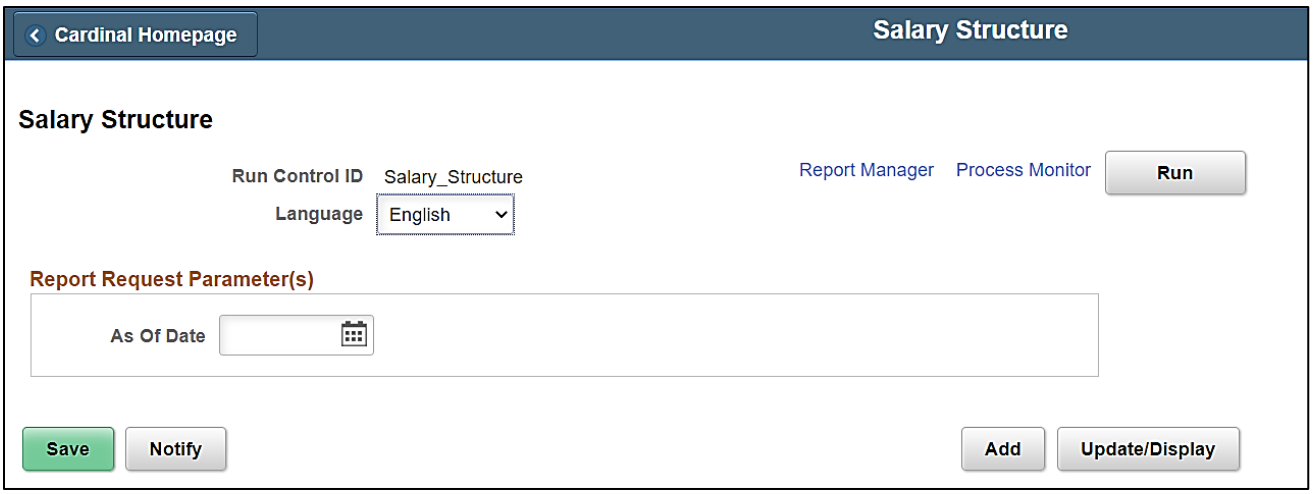
REVISED: 09/15/2021

DESCRIPTION:
This report displays Salary Grade Structures by SET ID.

NAVIGATION PATH:
NavBar > Menu > Compensation > Base Compensation > Salary Plan Reports > Salary Structure

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
As Of Date	CSV HTM PDF

Screenshot of the Salary Structure Report Run Control Page



ADDITIONAL INFORMATION:
Defaults to current day if **As Of Date** field is left blank.

Screenshot of the Salary Structure Report

PeopleSoft
SALARY STRUCTURE REPORT

Report ID: CMP001
As Of Date: 04/28/2021

Page No. 1
Run Date 04/28/2021
Run Time 14:46:58

SETID	Salary Grade	Minimum	Midpoint	Maximum	Midpoint Differential	Range Spread
STATE		117,474	153,293	189,111		60.98%
STATE		24,162	62,725	101,288	144.39%	319.20%
STATE		95,120	104,168	113,215	-39.78%	19.02%
STATE		0	68,791	137,582	51.43%	100.00%
STATE		119,014	121,746	124,477	-43.50%	4.59%
STATE		0	74,166	148,332	64.15%	100.00%
STATE		0	68,983	137,966	7.51%	100.00%
STATE		117,474	136,002	154,529	-49.28%	31.54%
STATE		119,014	136,570	154,125	-0.42%	29.50%
77800		117,474	146,761	176,048	-6.94%	49.86%
STATE		117,474	141,292	165,110	3.87%	40.55%
STATE		119,014	128,486	137,957	9.97%	15.92%
76500		169,179	191,964	214,748	-33.07%	26.94%
STATE		24,162	63,064	103,966	200.50%	320.63%
72000		169,179	205,321	241,463	-68.90%	42.73%
70200		95,120	109,753	124,386	87.08%	30.77%
STATE		169,179	181,273	193,367	-39.45%	14.30%
STATE		169,179	190,879	212,578	-5.03%	25.65%
60100		169,179	202,785	236,390	-5.87%	39.73%
STATE		117,474	118,796	120,117	70.70%	2.25%
STATE		117,474	138,761	160,048	-14.39%	36.24%
STATE		169,179	193,844	218,509	-28.42%	29.16%
50100		169,179	193,844	218,509	0.00%	29.16%
STATE		0	90,353	180,706	114.54%	100.00%
STATE		169,179	184,497	199,815	-51.03%	18.11%
STATE		119,014	133,517	148,019	38.18%	24.37%
STATE		119,014	124,507	130,000	7.24%	9.23%
STATE		95,120	95,120	95,120	30.89%	0.00%
STATE		119,014	135,623	152,232	-29.86%	27.91%
STATE		117,474	135,839	154,204	-0.16%	31.27%
STATE		117,474	132,964	148,454	2.16%	26.37%
STATE		119,014	124,976	130,938	6.39%	10.02%
STATE		117,474	132,930	148,385	-5.98%	26.31%
STATE		117,474	131,690	145,905	0.94%	24.20%
STATE		117,474	132,000	146,525	-0.23%	24.73%
STATE		95,120	97,908	100,695	34.82%	5.86%
STATE		117,474	143,506	169,538	-31.77%	44.32%
STATE		0	250,000	500,000	-42.60%	100.00%
STATE		0	250,000	500,000	0.00%	100.00%
STATE		0	250,000	500,000	0.00%	100.00%
STATE		0	250,000	500,000	0.00%	100.00%
STATE		0	250,000	500,000	0.00%	100.00%
STATE		0	250,000	500,000	0.00%	100.00%
STATE		0	250,000	500,000	0.00%	100.00%
STATE		0	250,000	500,000	0.00%	100.00%
STATE		0	250,000	500,000	0.00%	100.00%
STATE		0	250,000	500,000	0.00%	100.00%
STATE		0	250,000	500,000	0.00%	100.00%
STATE		0	250,000	500,000	0.00%	100.00%
STATE		0	250,000	500,000	0.00%	100.00%
STATE		0	250,000	500,000	0.00%	100.00%
STATE		0	250,000	500,000	0.00%	100.00%
STATE		0	250,000	500,000	0.00%	100.00%
STATE		0	250,000	500,000	0.00%	100.00%
STATE		0	250,000	500,000	0.00%	100.00%
STATE		0	250,000	500,000	0.00%	100.00%
STATE		0	250,000	500,000	0.00%	100.00%
STATE		0	250,000	500,000	0.00%	100.00%
26200		117,474	140,630	163,786	77.77%	39.42%
STATE		0	92,977	185,953	51.25%	100.00%
STATE		0	80,856	161,712	14.99%	100.00%
STATE		0	65,358	130,716	23.71%	100.00%
STATE		0	102,483	204,965	-36.23%	100.00%
STATE		0	73,264	146,528	39.88%	100.00%
STATE		0	71,303	142,606	2.75%	100.00%
STATE		95,120	103,123	111,125	-30.86%	16.83%
STATE		119,014	135,317	151,620	-23.79%	27.40%
23600		0	93,192	186,383	45.20%	100.00%

Separation Detail Report (including Layoff Details) (RHR423)

REVISED: 7/5/2024

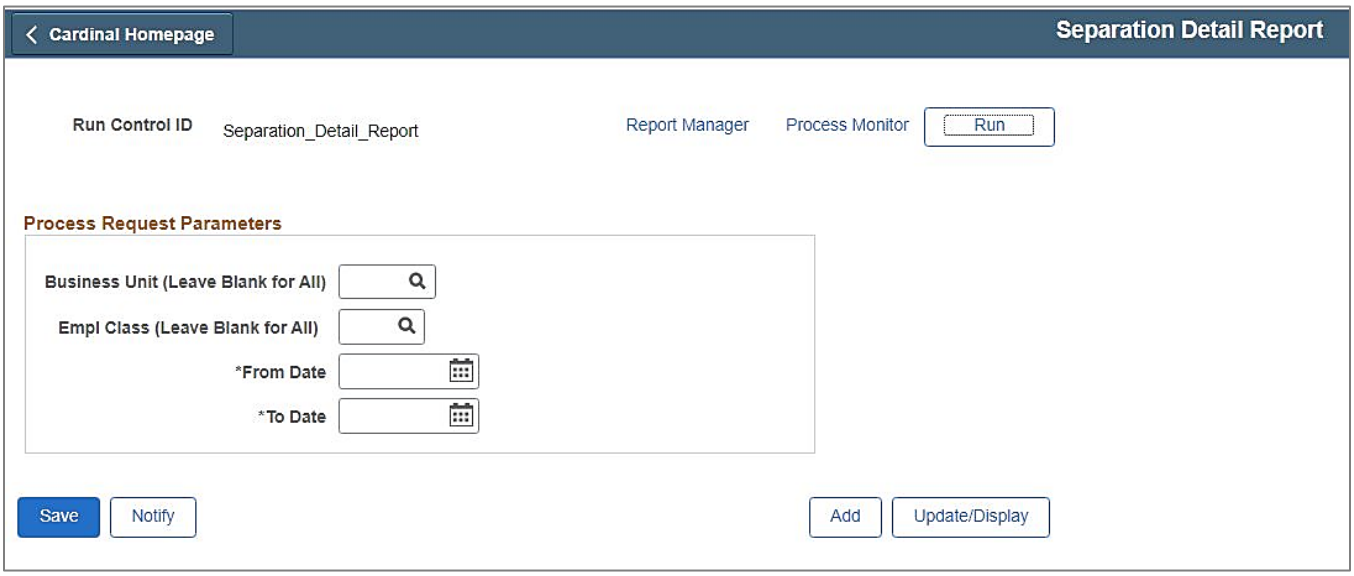
DESCRIPTION:
This report displays separation details for a specified period of time. Generates results based on data where employees became inactive and are still inactive during the specified period of time.

End users for this report are Agency HR and DHRM.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Workforce Reports > Separation Detail Report

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit (Leave Blank for All)	PDF
Empl Class (Leave Blank for All)	XLS
*From Date	
*To Date	

Screenshot of the Separation Detail Report Run Control Page



ADDITIONAL INFORMATION:
From Date and **To Date** fields are required fields.

Screenshot of the Separation Detail Report

Cardinal

Report ID: RHR423

Commonwealth of Virginia

Separation Detail Report

Run Date 07/05/2024
Run Time 10:15:21 AM
Page No. **1** of **9**

Results for Effective Date Range: From Date: 1/1/2024 To Date: 7/5/2024

Business Unit:

Employee ID	Empl Rcd	Employee Name	Effective Date	Empl Class	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	0		5/1/2024	CLS	79034	0	M	WHITE	I	T	T		4	TER	RES
	0		5/1/2024	CLS	79152	0	M	WHITE	I	T	T		2	TER	HEA
	0		6/17/2024	CLS	79152	0	M	WHITE	I	T	T		2	TER	RES
	0		4/25/2024	CLS	79152	0	M	WHITE	I	T	T		2	TER	RES
	0		4/6/2024	CLS	79152	0	M	WHITE	I	T	T		2	TER	TER
	0		3/30/2024	CLS	79152	0	M	WHITE	I	T	T		2	TER	RES
	0		3/30/2024	CLS	39032	0	M	WHITE	I	T	T		4	TER	RES
	0		3/16/2024	CLS	79152	1	M	BLACK	I	T	T		2	TER	VIO
	0		3/2/2024	CLS	79152	1	M	WHITE	I	T	T		2	TER	RES
	0		3/13/2024	CLS	79152	1	M	WHITE	I	T	T		2	TER	RES
	0		4/27/2024	CLS	19212	1	F	ASIAN	I	T	T		5	TER	RES
	0		1/10/2024	CLS	79152	1	M	AFRAM	I	T	T		2	TER	UNS
	0		2/2/2024	CLS	79152	1	M	WHITE	I	T	T		2	TER	UNS
	0		3/16/2024	CLS	79152	1	M	WHITE	I	T	T		2	TER	RES
	0		5/1/2024	CLS	79152	1	M	WHITE	I	T	T		2	TER	HEA
	0		3/9/2024	CLS	39072	1	M	WHITE	I	T	T		3	TER	RES

Statewide Report for Veteran's Services (RHR394)

REVISED: 09/15/2021

DESCRIPTION:
This report displays veterans that were hired or rehired into an agency for use by Veterans Services.

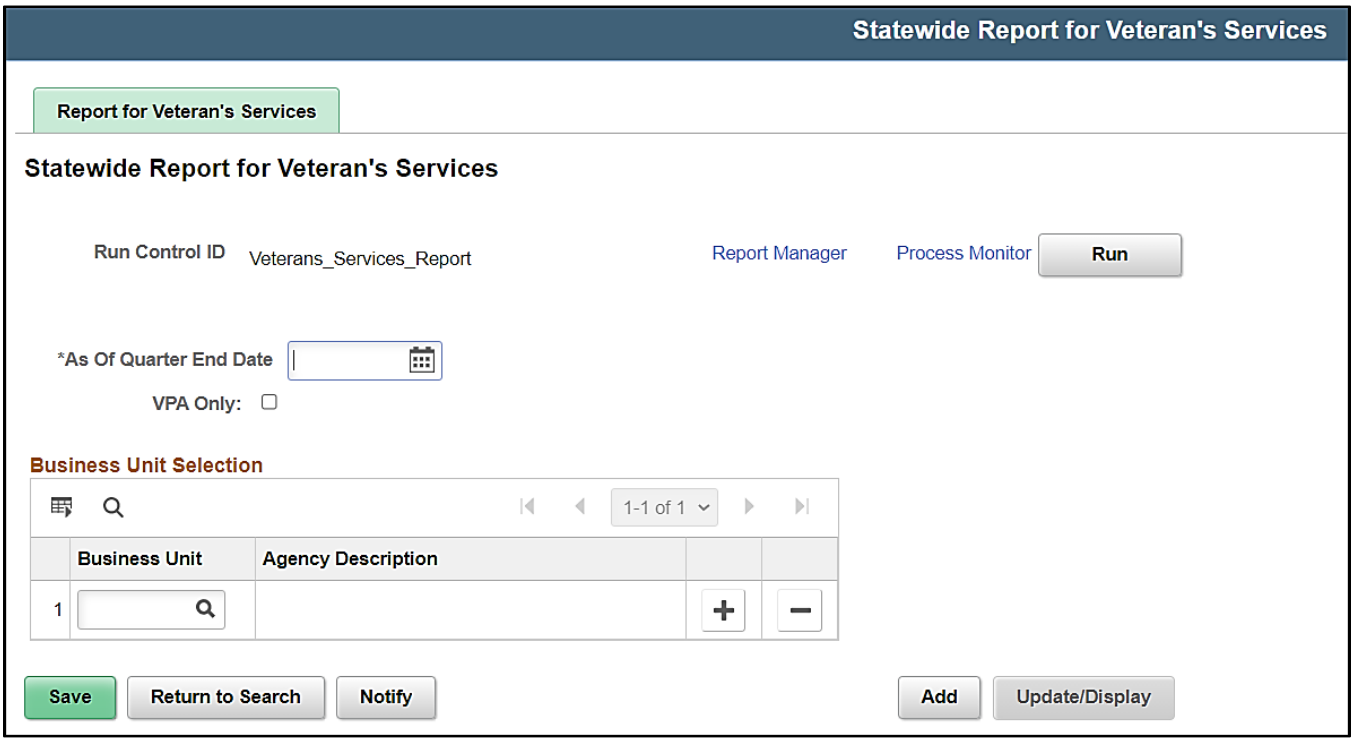
The end users are DHRM, Agency HR SMEs, HR Managers, and Department of Veterans Services (DVS).

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Workforce Reports > Reports > Veteran's Services Report

INPUT / SEARCH CRITERIA:
As of Quarter End Date
VPA Only (checkbox)
Business Unit

OUTPUT FORMAT:
PDF

Screenshot of the Statewide Report for Veteran's Services Run Control Page



ADDITIONAL INFORMATION:
As Of Quarter End Date field is a required field.

Screenshot of the Statewide Report for Veterans Services

Cardinal

Commonwealth of Virginia
Statewide Report for Veteran's Services

Report ID: RHR394

Run Date: 04/14/2021
Run Time: 16:22:32

Page 1 of 1

As of Quarter End Date: 03/31/2020
Business unit : 24200
VPA Only : N

	Percent of Workforce Veterans (%)	Average Current Tenure of Veterans	Percent of Workforce Non-Veterans (%)	Average Current Tenure of Non-Veterans
	5.48%	7.89	0%	9.14
Overall Calculation:	5.48%	7.89	0%	9.14

Teleworkers Detailed Report (RHR521)

REVISED: 02/6/2023

DESCRIPTION:
This report provides a detailed listing of data in the Maintain Teleworkers functionality.

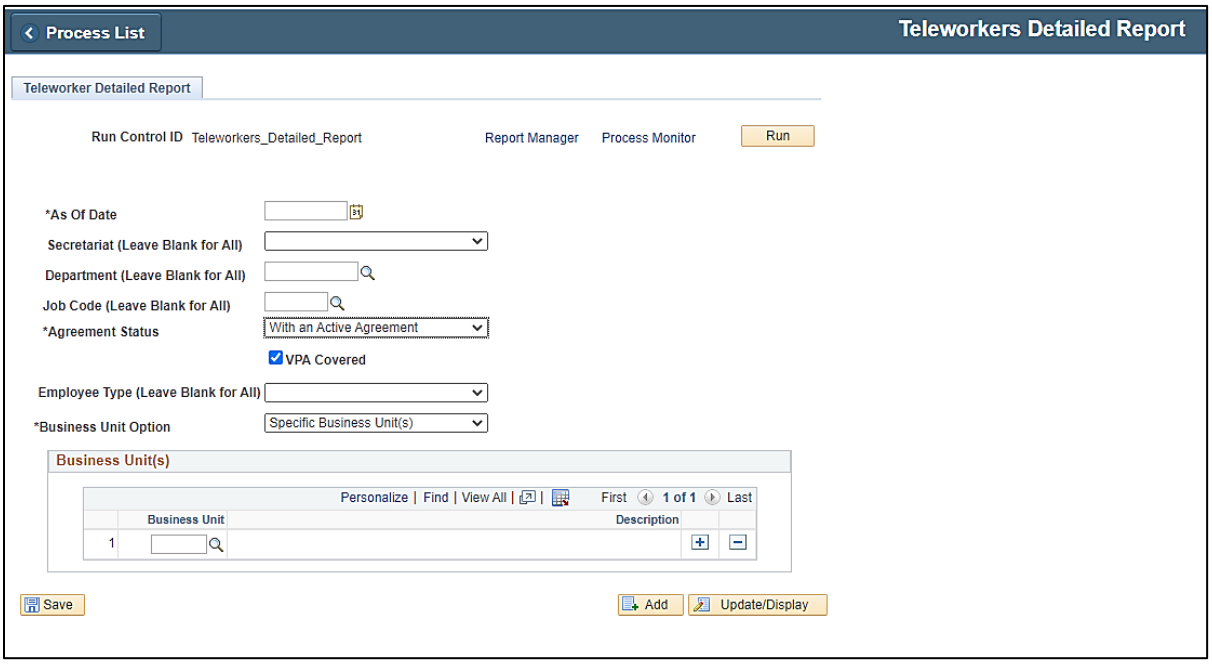
The end users are Agency HR and DHRM.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Teleworkers Detailed Report

INPUT / SEARCH CRITERIA:
As Of Date
Secretariat (Leave Blank for All)
Department (Leave Blank for All)
Job Code (Leave Blank for All)
Agreement Status (With An Active Agreement, Without An Active Agreement, Both)
VPA Covered (checkbox)
Employee Type (Leave Blank for All)
Business Unit (All Business Units, Parent Business Units, Specific Business Units)

OUTPUT FORMAT:
CSV

Screenshot of the Teleworkers Detailed Report Run Control page.



ADDITIONAL INFORMATION:
As Of Date, Agreement Status, and **Business Unit Option** fields are required fields.

Screenshot of the Teleworkers Detailed Report

Teleworkers Detailed Report										
Secretariat	Business Unit	Agency Name	Parent Business Unit	Department ID	Department Name	Employee ID	Employee Record	Employee Type	First Name	Last Name
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	410816	License Records Management		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	140732	Research and Planning		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226272	Store 272		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226383	Store 383		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226184	Store 184		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	120711	HR		0	Salaried		
Labor	18200	Virginia Employment Commission	18200	928200	UI Customer Supp Services		0	Hourly		
Labor	18200	Virginia Employment Commission	18200	934400	Technology		0	Hourly		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226032	Store 032		3	Hourly		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	110701	Administration		0	Hourly		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	111723	Project Management		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	180783	IT Project Management		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226144	Store 144		2	Hourly		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	190494	Stores Maintenance		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	120706	Training		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	110701	Administration		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	110701	Administration		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	190494	Stores Maintenance		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	190705	Property Mgt Services		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226238	Store 238		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	420737	Tax Management		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	420737	Tax Management		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	420737	Tax Management		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	210504	Retail Operations		0	Salaried		
Other	VRSRT	VRS Retirees	VRSRT	99999	Agency Wide		0	Salaried		
Education	21700	Radford University	21700	11111	Radford University Payroll		0	Salaried		
Other	LOCAL	The Local Choice Participants	LOCAL	47177000	Dinwiddie County Water Auth		0	Salaried		
Other	VRSRT	VRS Retirees	VRSRT	99999	Agency Wide		0	Salaried		
Judicial	11300	Circuit Courts	11100	10000	Agency Department		1	Salaried		
Other	VRSRT	VRS Retirees	VRSRT	99999	Agency Wide		0	Salaried		
Other	VRSRT	VRS Retirees	VRSRT	99999	Agency Wide		0	Salaried		
Other	LOCAL	The Local Choice Participants	LOCAL	48212000	Dinwiddie County Schools		0	Salaried		
Education	20400	College of William and Mary	20400	20400	College of William and Mary		0	Salaried		
Agriculture and Forestry	41100	Department of Forestry	41100	11020	Fire and Emergency		0	Hourly		

Screenshot of the Teleworkers Detailed Report (scrolled right)

Position Number	Job Code	Job Description	Business Title	Home City/State	Location City/State	Position Eligible For Telework	Work Mode	Telework Start Date	Telework End Date	Approved Telework Days Per Week	Out Of State
ABC01067	96013	Admin and Office Spec III	Admin and Office Spec III	Highland Springs; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/20/2023	1/20/2024	4	
ABC00364	96132	Policy Planning Spec II	Policy Planning Spec II	Chesterfield; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	4	Y
ABC27201	96714	Retail Manager II	Retail Manager II	Newport News; VA	NEWPORT NEWS; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC38302	96712	Retail Specialist II	ABC Store Manager Assistant	Broadway; VA	HARRISONBURG; VA	N	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC18402	96714	Retail Manager II	Retail Manager II	Shenandoah; VA	HARRISONBURG; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC01091	96222	Gen Admin Supv II/Coord II	Gen Admin Supv II/Coord II	Manakin Sabot; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	6/1/2023	3	Y
VECT3361	W19132	Policy Planning Spec II	Senior Management Analyst	NEWPORT NEWS; VA	RICHMOND; VA	Y	Employee Eligible for Telework	1/1/2023	1/31/2023	3	Y
VECT3205	W39111	Info Technology Specialist I	Install and Repair Tech Sr.	RICHMOND; VA	RICHMOND; VA	Y	Employee Eligible for Telework	1/1/2023	4/1/2023	3	Y
ABCW02GX	W96711	Retail Specialist I	Retail Specialist I	N CHESTERFIELD; VA	DELTAVILLE; VA	Y	Employee Inelig for Telework	1/1/2023	1/31/2023	5	
ABCW1I3A	W19225	Gen Admin Manager III	Gen Admin Manager III	Powhatan; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC00940	96136	Policy And Planning Manager II	Policy Planning Manager II	Mechanicsville; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC00549	96312	Info Technology Specialist II	Info Technology Specialist II	Richmond; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABCW0B4E	W96711	Retail Specialist I	Retail Specialist I	N CHESTERFIELD; VA	EMPORIA; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC01096	96734	Trades Technician IV	Trades Technician IV	Callao; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC00890	96221	Gen Admin Supv I/Coord I	Human Resource Associate	Mechanicsville; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	1	N
ABC00577	96224	Gen Administration Manager II	GEN ADMIN MANAGER II	HENRICO; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	2	N
ABC00565	96226	Gen Admin Manager IV	Gen Admin Manager IV	Richmond; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	6/21/2023	3	N
ABC01063	96735	Trades Manager I	Trades Manager I	Richmond; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	4	N
ABC00901	96734	Trades Technician IV	Trades Technician IV	Aylett; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	5	N
ABC23801	96714	Retail Manager II	Retail Manager II	Farnham; VA	CALLAO; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	Y
ABC00123	96031	Financial Services Spec I	Financial Services Spec I	North Chesterfield; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	2	N
ABC00643	96031	Financial Services Spec I	Financial Services Spec I	Chester; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	2	N
ABC00069	96013	Admin and Office Spec III	Admin and Office Spec III	Mechanicsville; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	2	N
ABC01047	96715	Retail Manager III	Retail Manager III	Fredericksburg; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	5	Y
VRARET00	VRSRTO	VRS Retiree	VRS Retiree Position	VIRGINIA BEACH; VA	RICHMOND; VA	N	Employee Eligible for Telework				
RADF0467	1026	Professor	Chair/Prof	Roanoke; VA	ROANOKE; VA	N	Employee Eligible for Telework				
B260000F	COVHBO	Health Benefits Only	TLC 047177000 Full Time Pos	CHESTER; VA	RICHMOND; VA	N	Employee Eligible for Telework				
VRARET00	VRSRTO	VRS Retiree	VRS Retiree Position	VICTORIA; VA	RICHMOND; VA	N	Employee Eligible for Telework				
CCV00116	COVA99	Salary Non-Specified	Judge -Circuit:21	MARTINSVILLE; VA	RICHMOND; VA	N	Employee Eligible for Telework				
VRARET00	VRSRTO	VRS Retiree	VRS Retiree Position	EMPORIA; VA	RICHMOND; VA	N	Employee Eligible for Telework				
VRARET00	VRSRTO	VRS Retiree	VRS Retiree Position	MECHANICSVILLE; VA	RICHMOND; VA	N	Employee Eligible for Telework				
D790000F	COVHBO	Health Benefits Only	TLC 048212000 Full Time Pos	PRINCE GEORGE; VA	RICHMOND; VA	N	Employee Eligible for Telework				
CWMFP096	COVA99	Salary Non-Specified	Dir of Business Operations	Williamsburg; VA	WILLIAMSBURG; VA	N	Employee Eligible for Telework				
DOFCF010	W89147	Forestry Fire Fighter	FIRE FIGHTER	PALMYRA; VA	CHARLOTTESVILLE; VA	N	Employee Eligible for Telework				

Teleworkers Statistics Report (RHR525)

REVISED: 3/29/2023

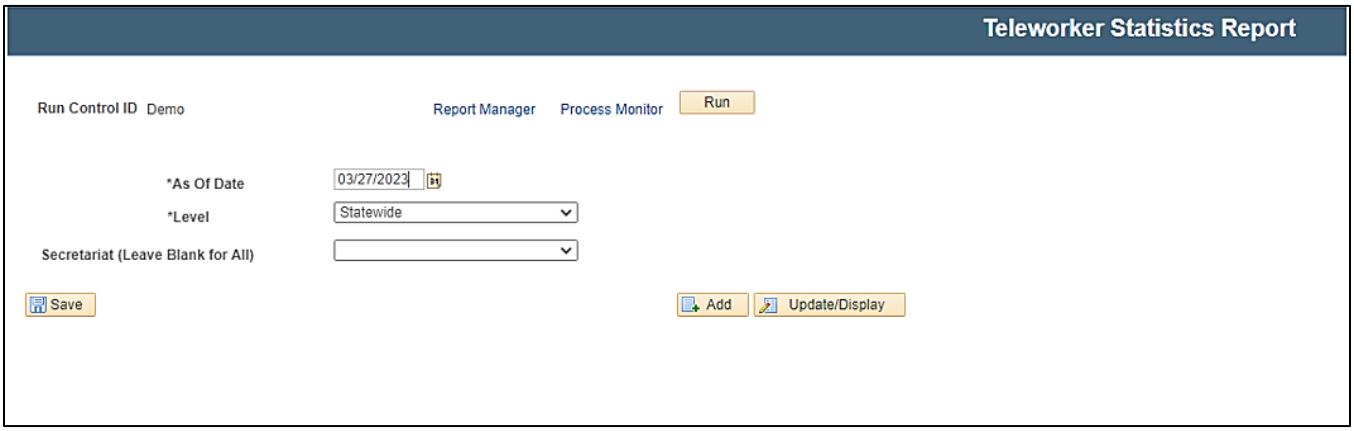
DESCRIPTION:
This report provides statistics related to teleworker data in Cardinal. It produces two statistics outputs each time it is run: vhrr0525_DETAILED_COUNT_PCT and vhrr0525_TELEWORKER_SUMMARY_STATS. The Detailed Count Pct Report gives the percentages of employees who do not have an active teleworker agreement and the reasons as well as percentages of employees with an agreement broken down by the number of days they are approved to telework per week. The Teleworker Summary Stats output provides a different view of the statistics for employees with an active agreement. Central users with statewide access can run it statewide or by secretariat. Agency users can run it for the Business Units that they have access to.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Teleworkers Statistics Report

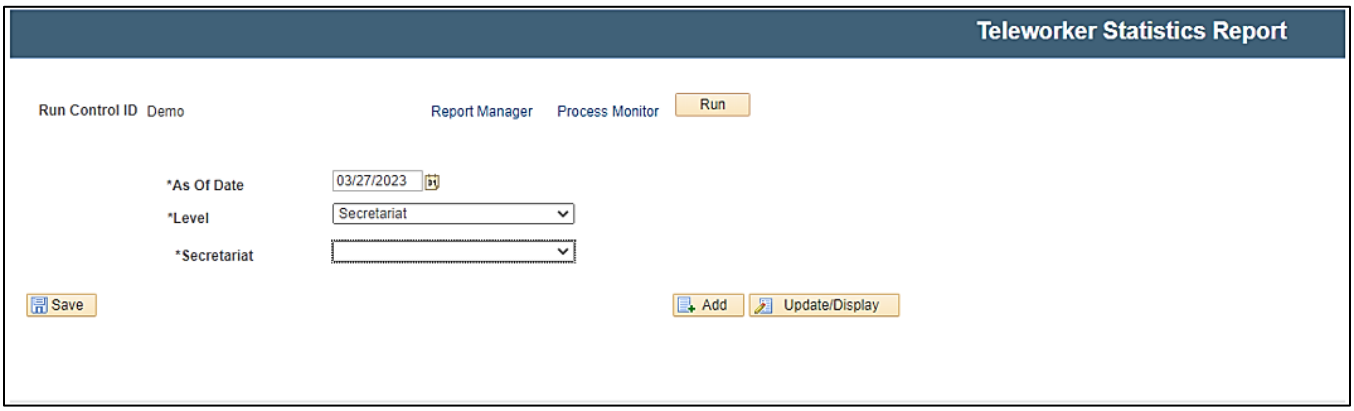
INPUT / SEARCH CRITERIA:
As Of Date
Level (Statewide, Secretariat, Business Unit)
Secretariat (Leave Blank for All)
Business Unit Option (All Business Units, Specific Business Unit(s))

OUTPUT FORMAT:
CSV

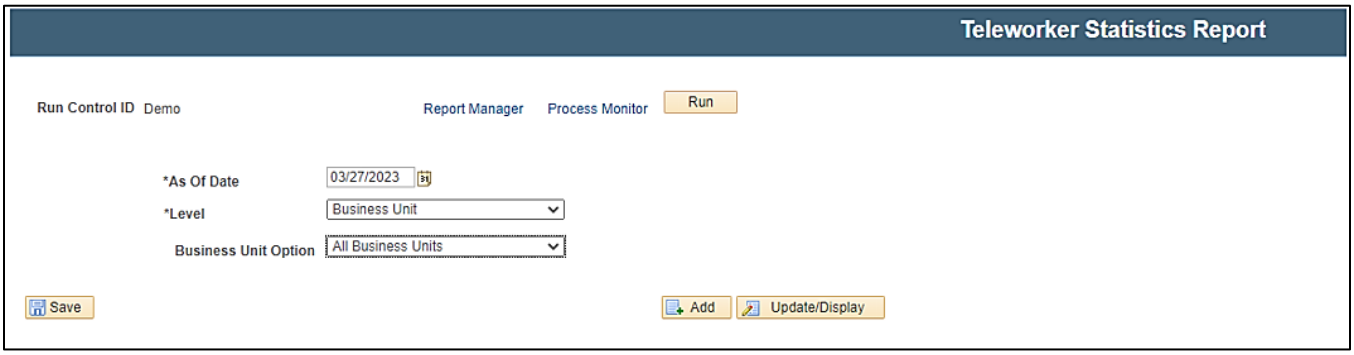
Screenshot of the Teleworkers Statistics Report Run Control page (Statewide Level selected).



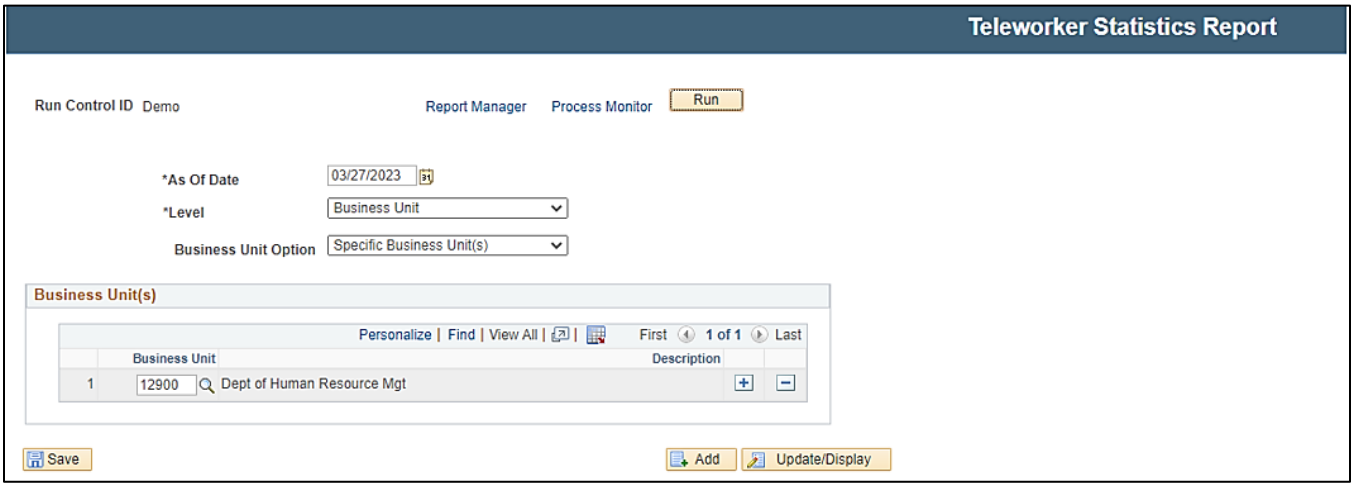
Screenshot of the Teleworkers Statistics Report Run Control page (Secretariat Level selected).



Screenshot of the Teleworkers Statistics Report Run Control page (Business Unit Level selected (All Business Units option)).



Screenshot of the Teleworkers Statistics Report Run Control page (Business Unit Level selected (Specific Business Unit(s) option)).



ADDITIONAL INFORMATION:
As Of Date and **Level** fields are required fields.

Screenshot of the Teleworkers Statistics Report (vhrr0525_DETAILED_COUNT_PCT)

				Employee Count	Percent of Total	Percent of Eligible Employees with Active Agreements
XXXXX-Business Unit						
Executive Branch Classified Employee Count				97		
	No Active Telework Agreement			17	17.53%	
		Mobile worker classification		13		
		Position is Unavailable for Telework and Person is Ineligible		0		
		Position is Unavailable for Telework and Person is Eligible		0		
		Position is Available for Telework and Person is Ineligible		0		
		Position is Available for Telework and Person is Eligible but no agreement		4		
	Active Telework Agreements			80	82.47%	95.24%
Breakdown of Telework Days						
		1 Telework Days		9	9.28%	
		2 Telework Days		67	69.07%	
		3 Telework Days		0	0%	
		4 Telework Days		2	2.06%	
		5 Telework Days		2	2.06%	
			Out of State Designation	0	0%	

Screenshot of the Teleworkers Statistics Report (vhrr0525_TELEWORKER_SUMMARY_STATS)

		Percent of Total Executive Branch Classified Employees with Telework Agreement	Percent of Total Executive Branch Classified Eligible Employees with Telework Agreement	Breakdown of Telework Days for Eligible Employees				
				1 Day	2 Days	3 Days	4 Days	5 Days
Statewide		25.4	56.99	12.49	7.78	1.63	0.86	2.63
	XXXXX-Business Unit	82.47	95.24	9.28	69.07	0	2.06	2.06

Transfer Report (RHR447)

REVISED: 09/15/2021

DESCRIPTION:
This report is used to monitor intra-agency and inter-agency transfers.

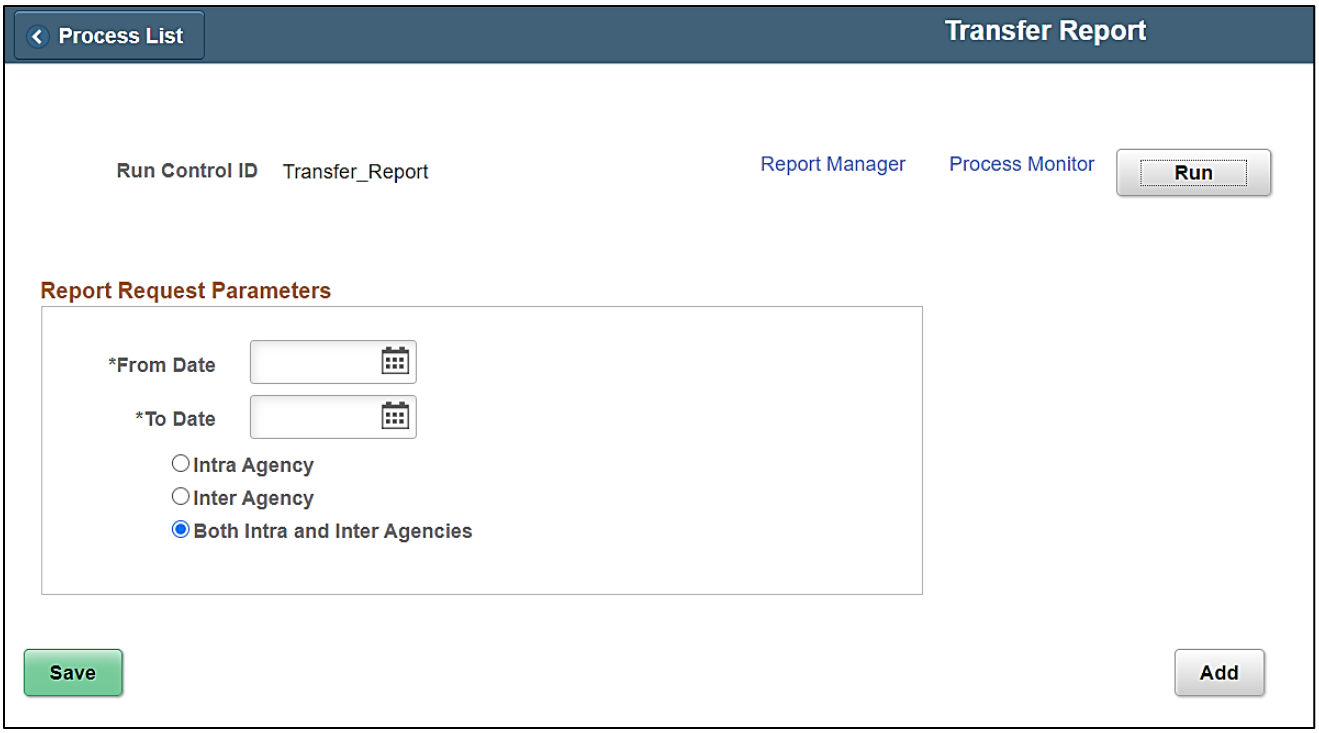
The end users are Agency HR and DHRM.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Transfer Report

INPUT / SEARCH CRITERIA:
From Date
To Date
Intra Agency, Inter Agency or Both

OUTPUT FORMAT:
Excel

Screenshot of the Transfer Report Run Control page.



ADDITIONAL INFORMATION:
From Date and **To Date** fields are required fields.

Screenshot of the Transfer Report

Current Transaction Record

Empl ID	Empl Name	Empl Rcd	Effective Date	Action	Action Reason	Job Code	Salary	Grade	Lv Svc Date	Business Unit	Business Unit Name	Dept ID	Dept ID Name
		1	2021-02-01	HIR	XCL	19221	2916.666667	4	2011-02-10				
		1	2021-02-01	HIR	XNC	95012	1958.333333						
		2	2021-01-04	HIR	XPO	19031	3125	4					
		1	2021-01-07	TER	XFO	91566	0		2019-11-10				
		1	2021-01-27	HIR	XNC	91512	70000	6	2020-05-15				
		0	2021-01-26	XFR	VDX	COVA99	0						

Screenshot of the Transfer Report (scrolled right)

Previous Transaction Record

Empl ID	Empl Name	Empl Rcd	Effective Date	Action	Action Reason	Job Code	Salary	Grade	Lv Svc Date	Business Unit	Business Unit Name	Dept ID	Dept ID Name
		0	2021-02-01	TER	XFO	COVA99	5118.75		2011-02-10				
		0	2021-01-16	TER	XFO	79152	1455.625	2					
		1	2021-01-04	TER	XFO	69034	2083.333333	5					
		0	2021-01-26	TER	XFO	69034	2083.333333	5	2020-05-15				
		0	2021-01-25	HIR	NEW	COVA99	0						

Years of Service Report (RHR475)

REVISED: 08/23/2024

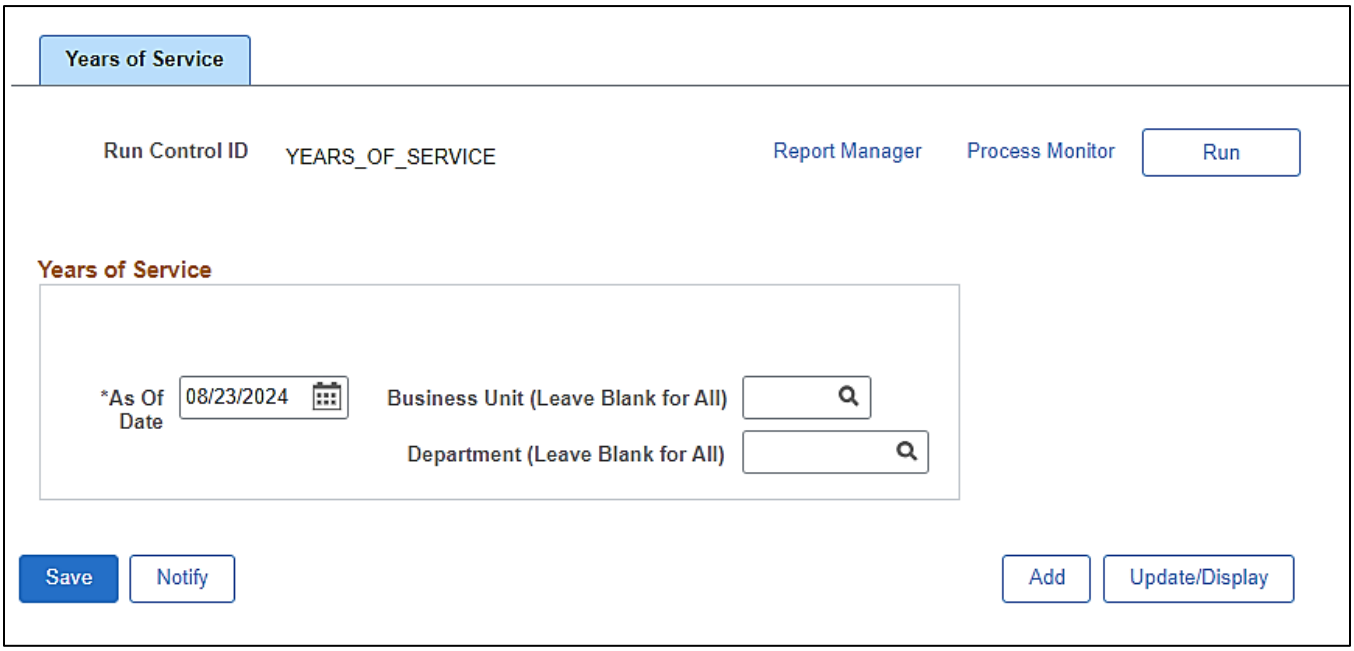
DESCRIPTION:
This report lists workers and their approaching years of service milestones as of the date specified and can serve as a reminder of workers who are eligible for vested benefit plans or service recognition awards. This report also provides service dates for VSDP enrollment and leave eligibility.

NAVIGATION PATH:
NavBar > Menu > Workforce Administration > Job Information > Reports > Years of Service

INPUT / SEARCH CRITERIA:
As Of Date
Business Unit (Leave Blank for All)
Department (Leave Blank for All)

OUTPUT FORMAT:
Excel

Screenshot of the Years of Service Report Run Control Page



ADDITIONAL INFORMATION:
As of Date field is a required field and defaults to current day but can be updated.

Screenshot of the Years of Service Report

Cardinal

Commonwealth of Virginia

Years of Service

Run Date: 08/23/2024

Run Time: 10:03:02

Report ID: RHR475

Page 1 of 1

As of Date :

Business Unit :

Department :

Business Unit	Department	Employee ID	Employee Name	Continuous Service Date	Prev St Svc Mnths	Vet Svc Cred Mnths	Total Svc Cred Mnths	Years Of Service	Annual Lv Svc Dt	VSDP Lv Svc Dt	Next St Svc Anniversary Date	VSDP Enrollment Date	Employee Status	Next Anniversary Milestone	Job Code	Grade	Employee Email
				8/10/2024	0	0	0	0	8/10/2024	8/10/2024	8/10/2025	8/10/2024	Active	1	00151	151	
				5/25/2007	0	0	0	17	5/25/2007	5/25/2007	5/25/2027		Active	20	19031	4	
				11/22/1999	0	0	0	24	11/25/1999	11/25/1999	11/22/2024	12/1/1999	Active	25	19151	4	
				7/25/2011	0	0	0	13	8/10/2011	8/10/2011	7/25/2026	7/25/2011	Active	15	19032	5	
				5/10/2019	27	0	27	7	2/10/2017	2/10/2017	2/10/2027	4/25/1999	Active	10	19032	5	
				10/12/1987	0	0	0	36	10/10/1987	10/10/1987	10/12/2027	4/25/1999	Active	40	19036	7	
				1/10/2004	0	0	0	20	1/10/2004	1/10/2004	1/10/2029	6/25/2006	Active	25	19032	5	
				7/20/2022	0	0	0	2	7/25/2022	7/25/2022	7/20/2025		Active	3	19031	4	
				5/25/2009	0	0	0	15	5/25/2009	5/25/2009	5/25/2029	5/25/2009	Active	20	19035	6	
				3/13/2024	0	0	0	0	3/25/2024	3/25/2024	3/13/2025	3/13/2024	Active	1	19032	5	
				6/1/2023	0	0	0	1	6/10/2023	6/10/2023	6/1/2026	6/1/2023	Active	3	19032	5	
				3/13/2024	0	0	0	0	3/25/2024	3/25/2024	3/13/2025	3/13/2024	Active	1	19032	5	
				9/25/2012	71	0	71	17	10/25/2006	10/25/2006	10/25/2026	4/10/1999	Active	20	19032	5	