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**Sent:** Monday, September 25, 2023 1:21 PM

**To:** Cardinal Project <ProjectCardinal@doa.virginia.gov>

**Subject:** Cardinal HCM: Consolidation of Personal Data Job Aids

**This communication is being sent to all HR Administrators for Cardinal HCM agencies.**



The **HR351\_Viewing and Modifying Personal Data** job aid has been updated to combine several personal data job aids into one. The following job aids are no longer available on our [Cardinal website](#) and have been included in the [HR351\\_Viewing and Modifying Personal Data](#) job aid:

- HR351\_Performing a Name Change
- HR351\_Viewing VA Person Information
- HR351\_Viewing Emergency Contacts
- HR351\_Maintaining Employee Citizenship Information

Please discard any previous versions of these job aids, as they are now out of date. The updated HR351\_Viewing and Modifying Personal Data job aid is available on the [Cardinal website](#) > [Learning](#) > [Job Aids](#). Click the button below to view the updates.

[HR351\\_Viewing and Modifying Personal Data](#)

Regards,  
The Cardinal Team