



### Cardinal HCM Roles to Training Course Mapping

This document maps Cardinal HCM roles that require formal training to their corresponding courses via a comprehensive reference table organized by module.

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#### Understanding Your Cardinal HCM Roles

Your assigned training is directly tied to the specific roles you hold within the Cardinal HCM application. To identify your current roles, contact your supervisor or Human Resource professional, or run the PT\_SEC\_USER\_ROLES query.

**Navigation:** Main Menu > Reporting Tools > Query > Query Viewer > PT\_SEC\_USER\_ROLES  
Refer to the [NAV225 Running an HCM Query](#) job aid for assistance.

#### Accessing and Managing Cardinal Training

All Cardinal training courses are assigned and managed through the [Commonwealth of Virginia Learning Center \(COVLC\)](#). Course assignments are updated weekly based on data extracted from the Cardinal system.

Training is available in two primary formats:

- Web-Based Training (WBT)
- Instructor-Led Training (ILT)

#### Prerequisite Training: Cardinal HCM Foundations

All HCM Core users are required to complete the Cardinal HCM Foundations curriculum before enrolling in any additional assigned courses. This foundational web-based training curriculum provides a thorough introduction to the HCM application's core functionalities and includes the following three WBT courses:

- INTRO102 – Overview of Cardinal Human Capital Management (HCM)
- NAV205 – Navigation in Cardinal HCM
- NAV225 – Cardinal Reporting (HCM)



# Human Capital Management (HCM)

## Roles to Training Course Mapping

Human Resource User Roles	
Descriptive Role Name	Required Training Courses
<b>DGS Reporter</b> V_HR_DGS_REPORTER	Cardinal HCM Foundations (WBT)
<b>DHRM HR Operations</b> V_HR_DHRM_OPERATIONS	Cardinal HCM Foundations (WBT) HR351 Employee Data Setup and Maintenance (ILT)
<b>DVS Reporter</b> V_HR_DVS_REPORTER	Cardinal HCM Foundations (WBT)
<b>HBO HR Administrator</b> V_HR_HBO_ADMINISTRATOR	Cardinal HCM Foundations (WBT) HR351 Employee Data Setup and Maintenance (ILT)
<b>HR Administrator</b> V_HR_ADMINISTRATOR	Cardinal HCM Foundations (WBT) HR351 Employee Data Setup and Maintenance (ILT)
<b>HR Manager Reports</b> V_HR_MANAGER_RPTS	Cardinal HCM Foundations (WBT)
<b>HR Read Only</b> V_HR_RO	Cardinal HCM Foundations (WBT) HR353 Human Resources Read-Only (WBT)

Benefits User Roles	
Descriptive Role Name	Required Training Courses
<b>Benefits Administrator</b> V_BN_ADMINISTRATOR	Cardinal HCM Foundations (WBT) HR353 Human Resources Read-Only (WBT) BN361 Employee Benefit Enrollment and Maintenance (ILT)
<b>Benefits Read Only</b> V_BN_RO	Cardinal HCM Foundations (WBT) BN362 Benefits Read-Only (WBT)
<b>OHB Benefits Administrator</b> V_BN_OHB_ADMINISTRATOR	Cardinal HCM Foundations (WBT) HR353 Human Resources Read-Only (WBT) BN361 Employee Benefit Enrollment and Maintenance (ILT)
<b>OHB Benefits Operations</b> V_BN_OHB_OPERATIONS	Cardinal HCM Foundations (WBT) HR353 Human Resources Read-Only (WBT) BN361 Employee Benefit Enrollment and Maintenance (ILT)
<b>VRS Benefits Administrator</b> V_BN_VRS_ADMINISTRATOR	Cardinal HCM Foundations (WBT)
<b>TLC Datasheet Administrator</b> V_BN_TLC_DATASHEET_ADMIN	Cardinal HCM Foundations (WBT)



# Human Capital Management (HCM)

## Roles to Training Course Mapping

Time & Attendance User Roles	
Descriptive Role Name	Required Training Courses
<b>Absence Administrator</b> V_AM_ADMINISTRATOR	Cardinal HCM Foundations (WBT) HR353 Human Resources Read-Only (WBT) TA372 Time & Attendance Administration (ILT) TA374 Absence Management Maintenance (ILT)
<b>Absence Supervisor</b> V_AM_SUPERVISOR	Cardinal HCM Foundations (WBT) TA373 Time & Attendance for Managers and Supervisors (WBT)
<b>Delegation Administrator</b> V_TL_DELEGATION_ADMINISTRATOR	Cardinal HCM Foundations (WBT)
<b>Employee TL Setup</b> V_TL_EMPL_SETUP_ADMIN	Cardinal HCM Foundations (WBT) HR353 Human Resources Read-Only (WBT) TA372 Time & Attendance Administration (ILT)
<b>TA Expired Grace Approver</b> V_TA_EXPIRED_GRACE_APPROVER	Cardinal HCM Foundations (WBT)
<b>TA Interface Admin</b> V_TA_INTERFACE_ADMINISTRATOR	Cardinal HCM Foundations (WBT)
<b>TA Reporter</b> V_TA_REPORTER	Cardinal HCM Foundations (WBT)
<b>TA Restricted Special Approver</b> V_TA_RESTRICTED_SPEC_APPROVER	Cardinal HCM Foundations (WBT) TA373 Time & Attendance for Managers and Supervisors (WBT)
<b>Time &amp; Labor Administrator</b> V_TL_ADMINISTRATOR	Cardinal HCM Foundations (WBT) HR353 Human Resources Read-Only (WBT) TA372 Time & Attendance Administration (ILT)
<b>Time &amp; Labor Supervisor</b> V_TA_SUPERVISOR	Cardinal HCM Foundations (WBT) TA373 Time & Attendance for Managers and Supervisors (WBT)
<b>Timekeeper</b> V_TA_TIMEKEEPER	Cardinal HCM Foundations (WBT) TA371 Timekeeper Processing (WBT)

Payroll User Roles	
Descriptive Role Name	Required Training Courses
<b>Payroll Administrator</b> V_PY_ADMINISTRATOR	Cardinal HCM Foundations (WBT) HR353 Human Resources Read-Only (WBT) TA372 Time & Attendance Administration (ILT) PY381 Agency Payroll Management (ILT)



# Human Capital Management (HCM)

## Roles to Training Course Mapping

Payroll User Roles	
Descriptive Role Name	Required Training Courses
<b>Payroll Budget Processor</b> V_PY_BUDGET_PROCESSOR	Cardinal HCM Foundations (WBT)
<b>Payroll Read Only</b> V_PY_RO	Cardinal HCM Foundations (WBT) PY382 Payroll Read-Only (WBT)
<b>SPO Payroll Garnishment Admin</b> V_PY_SPO_GARNISH_ADMIN	Cardinal HCM Foundations (WBT) HR353 Human Resources Read-Only (WBT) TA372 Time & Attendance Administration (ILT) PY381 Agency Payroll Management (ILT)
<b>SPO Payroll Operations</b> V_PY_SPO_OPERATIONS	Cardinal HCM Foundations (WBT) HR353 Human Resources Read-Only (WBT) TA372 Time & Attendance Administration (ILT) PY381 Agency Payroll Management (ILT)
<b>SPO Payroll Processor</b> V_PY_SPO_PROCESSOR	Cardinal HCM Foundations (WBT) HR353 Human Resources Read-Only (WBT) TA372 Time & Attendance Administration (ILT) PY381 Agency Payroll Management (ILT)
<b>SPO Payroll Super User</b> V_PY_SPO_SUPER	Cardinal HCM Foundations (WBT) HR353 Human Resources Read-Only (WBT) TA372 Time & Attendance Administration (ILT) PY381 Agency Payroll Management (ILT)
<b>SPOT Approver</b> V_PY_SPOT_APPROVER	Cardinal HCM Foundations (WBT) PY381 Agency Payroll Management (ILT)

Employee Self Service (ESS) Roles – Time & Attendance	
Descriptive Role Name	Required Training Courses
<b>Time &amp; Labor Self Service</b> V_TA_SS	ESS392 Time & Attendance Employee Self-Service (ESS) (WBT)
<b>Absence Self Service</b> V_ABSENCE_SS	ESS392 Time & Attendance Employee Self-Service (ESS) (WBT)