HR351 Employee Data Setup and Maintenance

Instructor Led Training

Rev 10/30/2026

Revision History

Revision Date	Summary of Changes
10/30/2026	Updated to reflect Cardinal system upgrades.
2/17/2026	Additional slide and information regarding Leaves of Absence related to COV-Agency Employees
1/16/2026	Updated State Payroll Operations page and Payroll Processing Calendar to the current ones for 2026
11/7/2025	New Performance Ratings incorporated into Entering and Maintaining Performance Ratings section
2/11/2025	Baseline

Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or Agency policies.

The following Human Capital Management (HCM) training materials are located on the Cardinal website (www.cardinalproject.virginia.gov) under **Learning**.

- Job Aids on topics across all functional areas
- Functional process and instructional videos

The **Cardinal HCM Human Resources Reports Catalog** is located on the Cardinal website under **Resources**.

The system screenshots included in the Cardinal HCM training courses show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the **Statewide Cardinal Security Handbook** on the Cardinal website in the **Security** section under **Resources**.

Course Objectives

After completing this course, you will be able to:

- Understand how the Cardinal HCM functional areas work together
- Understand Effective Dating in Cardinal
- Understand the HR data types and relationships
- Add, clone, and maintain a position
- Process hire and rehire transactions
- Process Intra-Agency and Inter-Agency transfers

Course Objectives

After completing this course, you will be able to:

- Manage Leaves of Absence
- Enter Additional Pay and Rewards & Recognition
- Run Reports and Queries
- Complete Separations / Terminations
- Enter and Maintain Disciplinary Actions and Performance Ratings

Agenda

1. Cardinal HCM Overview
2. Key Concepts: Effective Dating
3. Key Concepts: HR Data Types
4. Position Data Management
5. Processing Hire/Rehire Transactions
6. Overview of HR Data Freeze

Agenda

7	Managing Employee Personal Data
8	Managing Intra-Agency Transfers
9	Managing Inter-Agency Transfers
10	Managing Leaves of Absence
11	Managing Employee Additional Pay
12	Managing Rewards and Recognition

Agenda

13	Running Reports and Queries
14	Managing Separations / Terminations
15	Overview of Mass Uploads
16	Managing Additional HR Data for VPA Covered Employees

Lesson

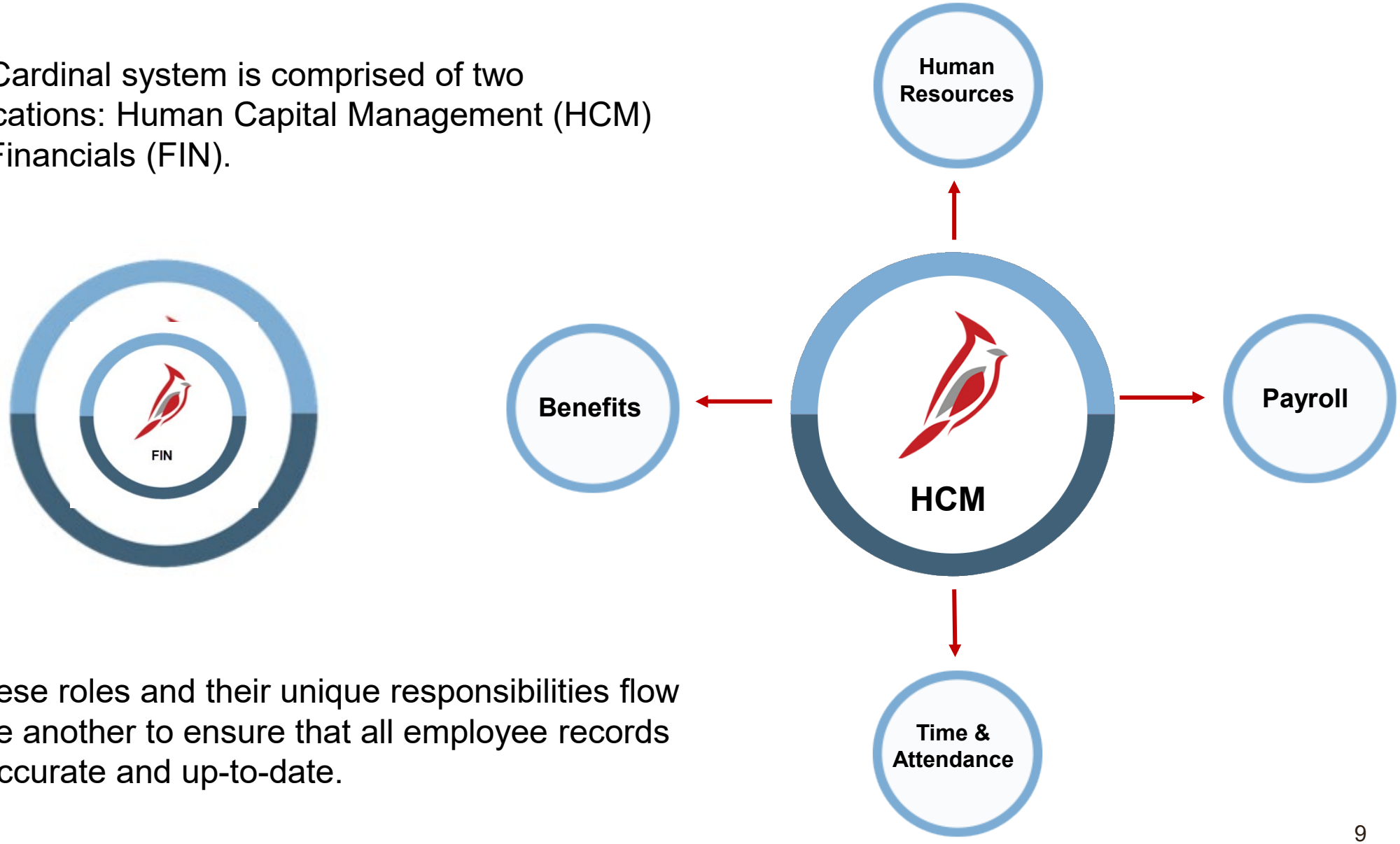
1 Cardinal HCM Overview

This lesson covers the following topics:

- Overview of Cardinal
- Cardinal HCM Responsibilities and Relationships
- Cardinal Human Resources Functionality
- Cardinal HCM Integrations with Cardinal Financials

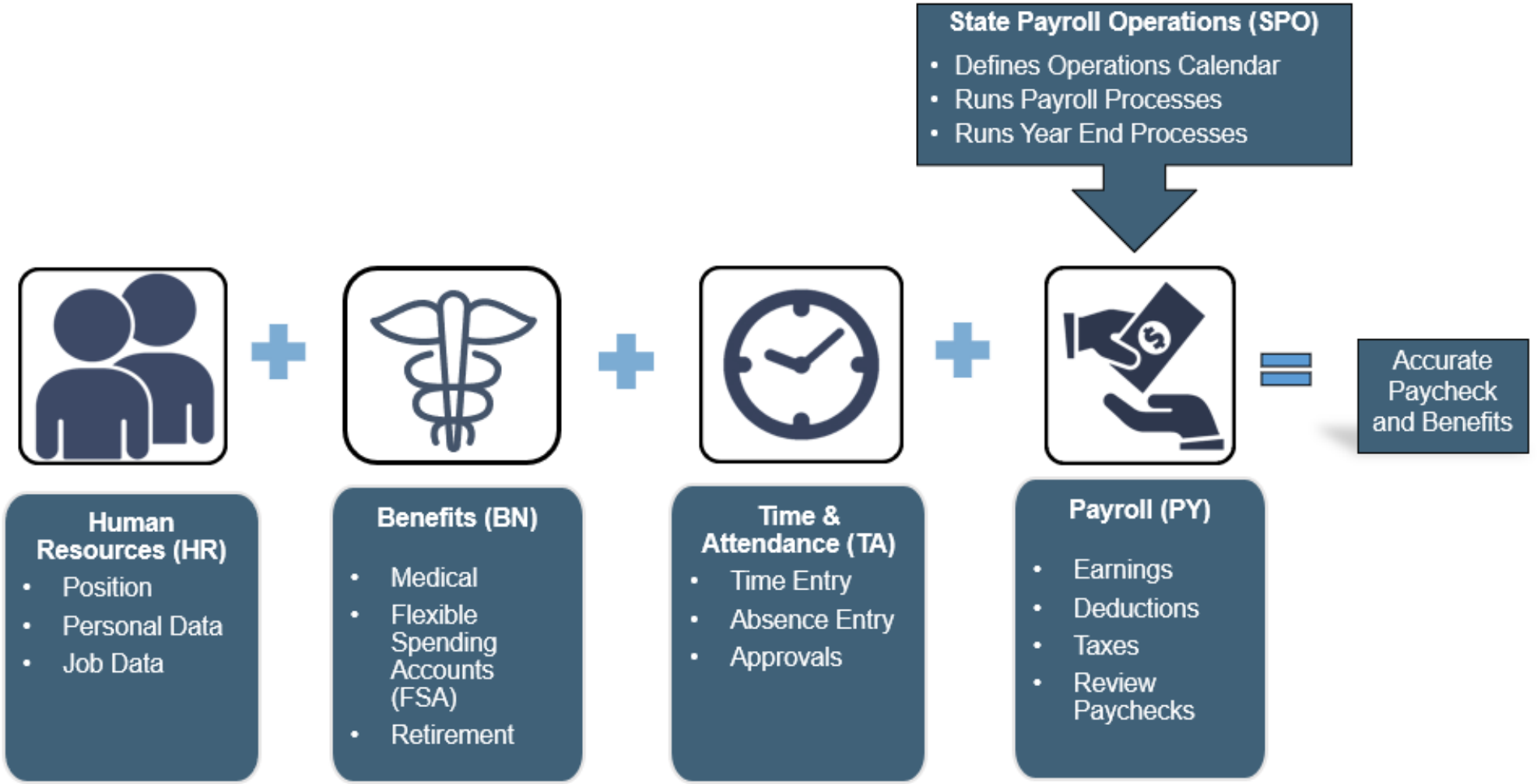
Cardinal System Overview

The Cardinal system is comprised of two applications: Human Capital Management (HCM) and Financials (FIN).



All these roles and their unique responsibilities flow to one another to ensure that all employee records are accurate and up-to-date.

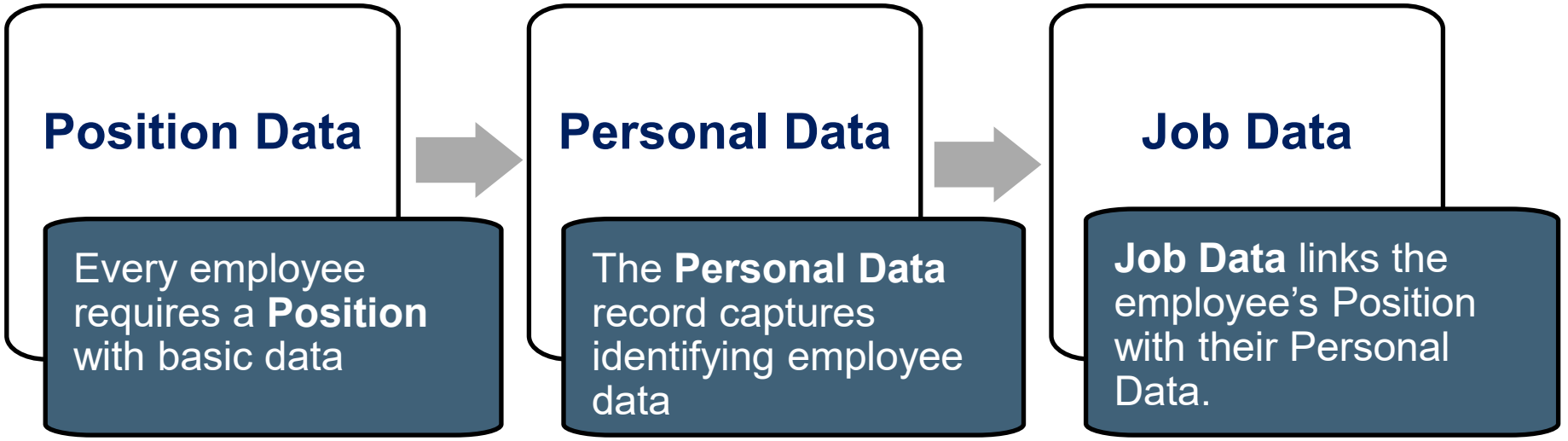
Cardinal HCM Responsibilities and Relationships



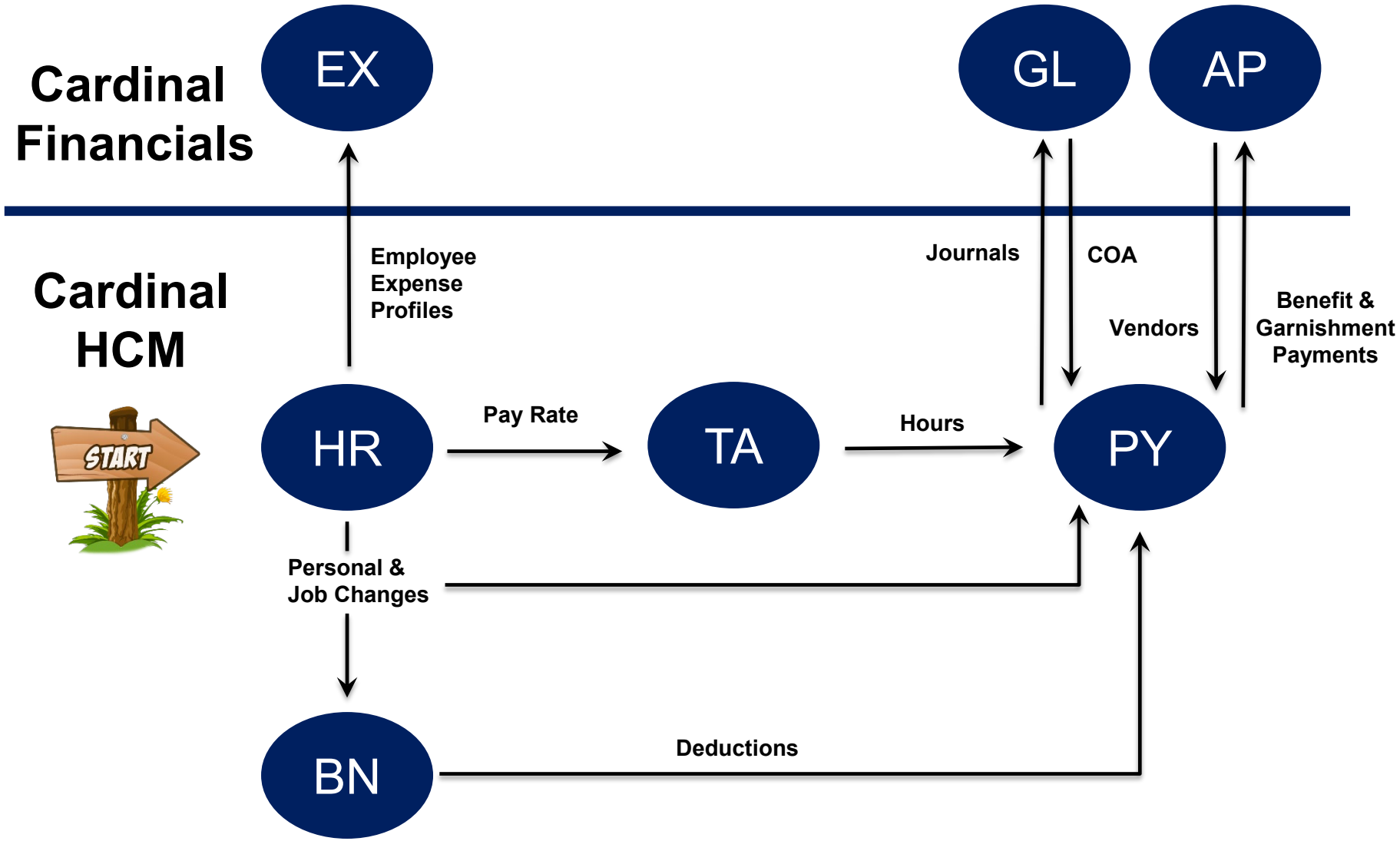
Overview of the Human Resources Functionality

The Human Resources functional area includes all processes required for the maintenance of:

- The Agency's Position Data
- Each individual employee's Personal Data and Job Data for their entire lifecycle of employment



Cardinal HCM Integrations with Cardinal Financials



Financials: Expenses (EX), General Ledger (GL), Accounts Payable (AP)
HCM: Human Resources (HR), Benefits Administration (BN), Time & Attendance (TA), Payroll (PY)

Lesson Summary

1 Cardinal HCM Overview

In this lesson, you learned:

- An Overview of Cardinal
- An Overview of the Cardinal HCM Responsibilities and Relationships
- An Overview of the Human Resources Functionality
- An Overview of the Cardinal HCM Integrations with Cardinal Financials

Lesson

2 Key Concepts: Effective Dating

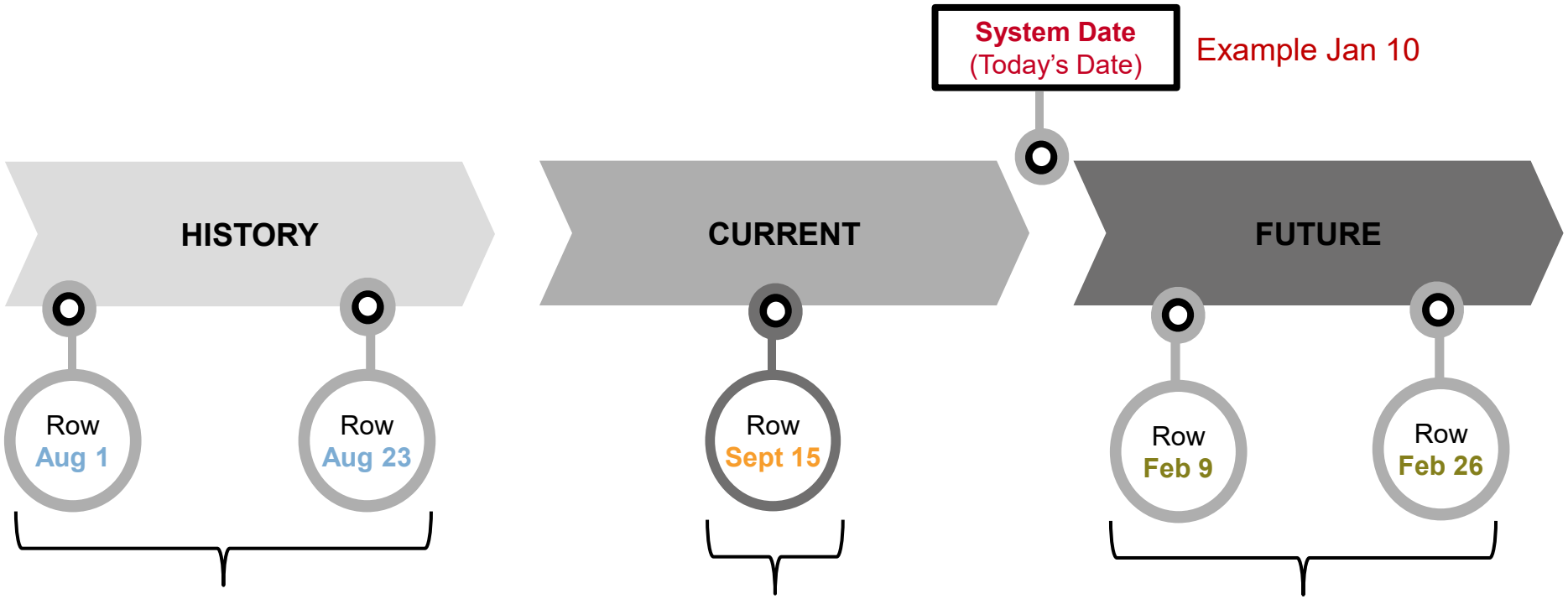
This lesson covers the following topics:

- Overview of Cardinal Effective Dating

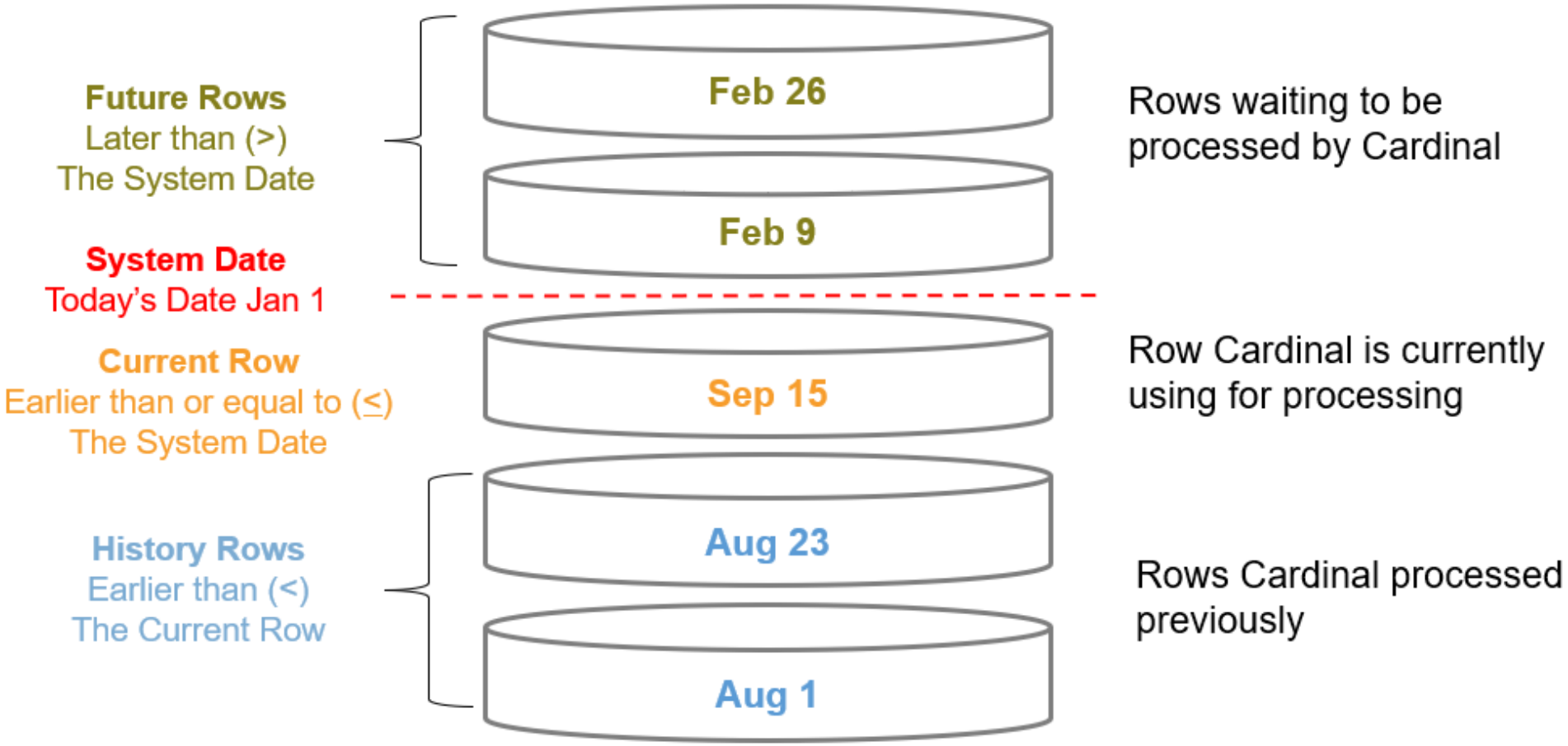
Cardinal Effective Dating

Provides the ability to keep historical, current, and future-dated information, and the ability to update existing information, without losing or overwriting the data already in Cardinal.

Insert a new data row with the effective date indicating when the updated information takes effect.



Cardinal Effective Dating – Layer Cake



JOB AID REFERENCE

HR351 Overview of Effective Dating

Lesson Summary

2 Key Concepts: Effective Dating

In this lesson, you learned:

- An Overview of Cardinal Effective Dating

Lesson

3 Key Concepts: HR Data Types

This lesson covers the following topics:

- Overview of HR Data Types
- HR Data Relationships
  - Position Data
  - Personal Data
  - Job Data

Overview of the Human Resources (HR) Data Types

HR consists of three data types which must be entered in the following order:



Every employee requires a **Position** with basic data

(e.g., Effective Date, Position Number, Location, FLSA Status, Department, Reports To, Supervisor, Telework Eligibility)

The **Personal Data** record captures identifying employee data

(e.g., Effective Date, Employee ID, Name, DOB, SSN, Address, Legal Gender, Email Address)

The **Job Data** links the employee's Position with their Personal Data. Job Data is maintained for the lifecycle of employment

(e.g., Effective Date, Pay Group, Employee Classification, Benefit Eligibility, Compensation, Location Code)

Lesson Summary

3 Key Concepts: HR Data Types

In this lesson, you learned:

- There are 3 Data Types in Human Resources: Position Data, Personal Data, and Job Data

Lesson

4 Position Data Management

This lesson covers the following topics:

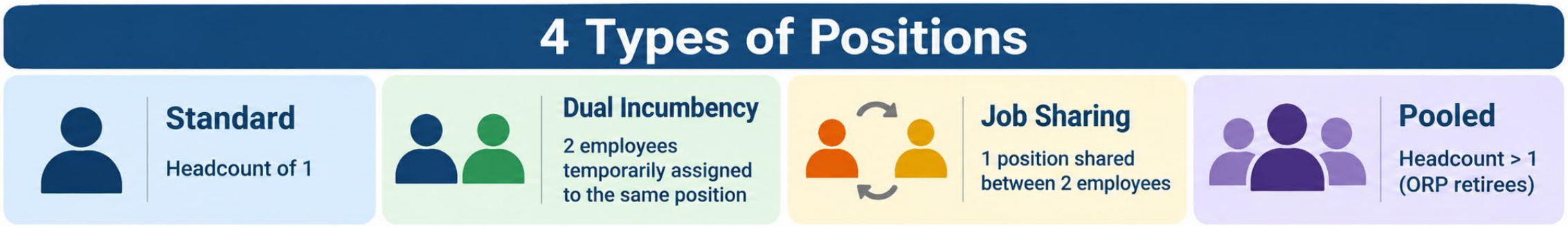
- Overview of Position Data
- Creating Positions
- Cloning Positions
- Updating Positions
- Overview of the EPR Tool

Overview of Position Data

Agencies who use Cardinal to maintain employee job information and/or participate in state health benefits are required create/maintain positions in Cardinal.

Guidelines:

- Positions must be tracked when vacant or filled
- Approval is obtained outside of Cardinal
- Position Numbers must be unique and begin with the 3-character alpha Agency prefix
- Positions are associated with Job Codes when created
- Decisions are made regarding budget, location, supervisor, telework eligibility, etc. prior to entry
- Parent Agencies can enter positions for child Agencies
- Once encumbered, positions can not be deleted by the Agency HR Administrator



Creating a Position Overview

Positions must be created before an employee is hired

The effective date of the Position **must** be before the effective date of the Hire transaction

There are 4 steps (pages) in Cardinal when creating Positions

Some Position Data will carry to the employee's Job Data record

(e.g., Position Number, Position Description, Reports To, Supervisor, Job Code, FLSA Status, Location Code, Department)

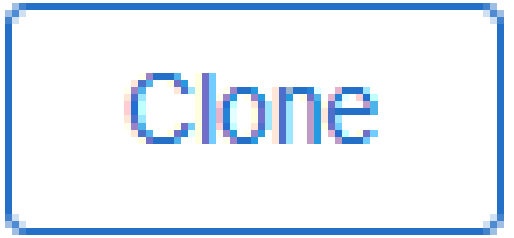
JOB AID REFERENCE

HR351 Managing Position Data

Cloning a Position

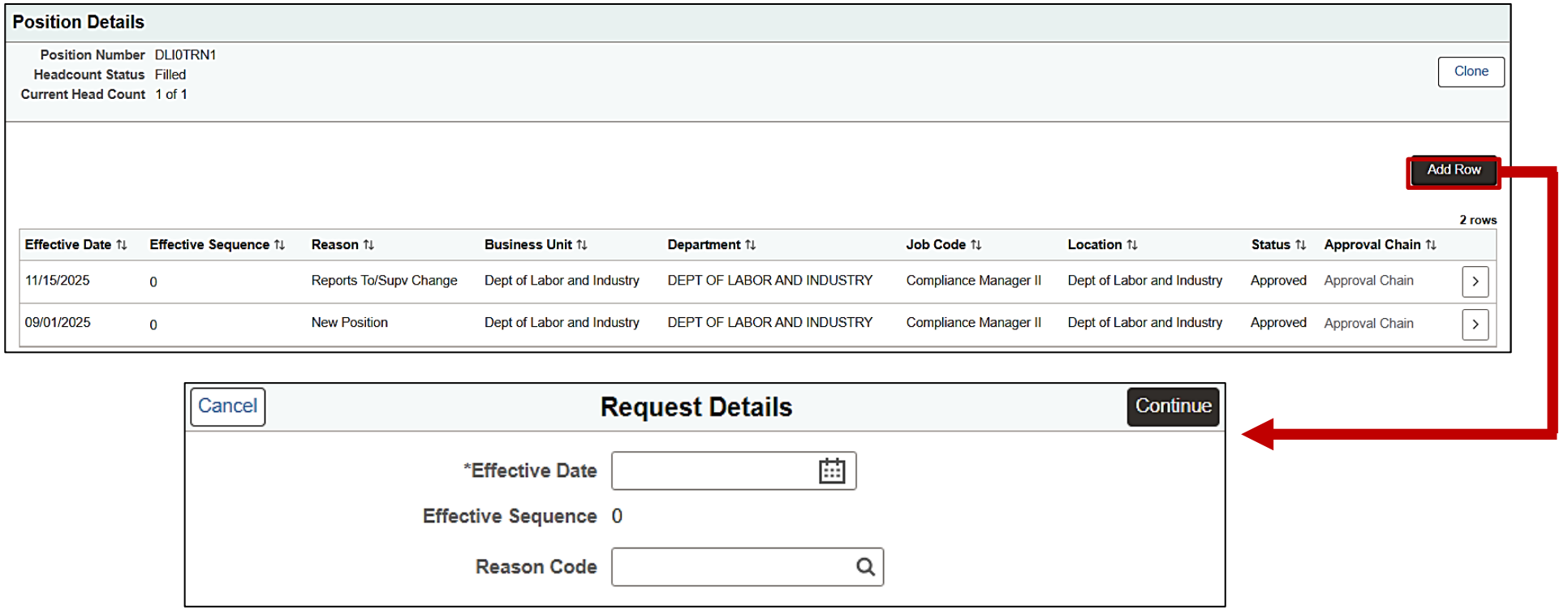
If there are several identical or similar positions that need to be created, the clone functionality can be used to minimize data entry.

For further information on cloning Positions, see the Job Aid titled **HR351 Managing Position Data** located on the Cardinal website in **Job Aids** under **Learning**.



Updates to Positions with Incumbents

- Changes made to a position carry over to the incumbent employee's Job Data.
- Verify the current effective-dated row occurs before the proposed effective date of the change.



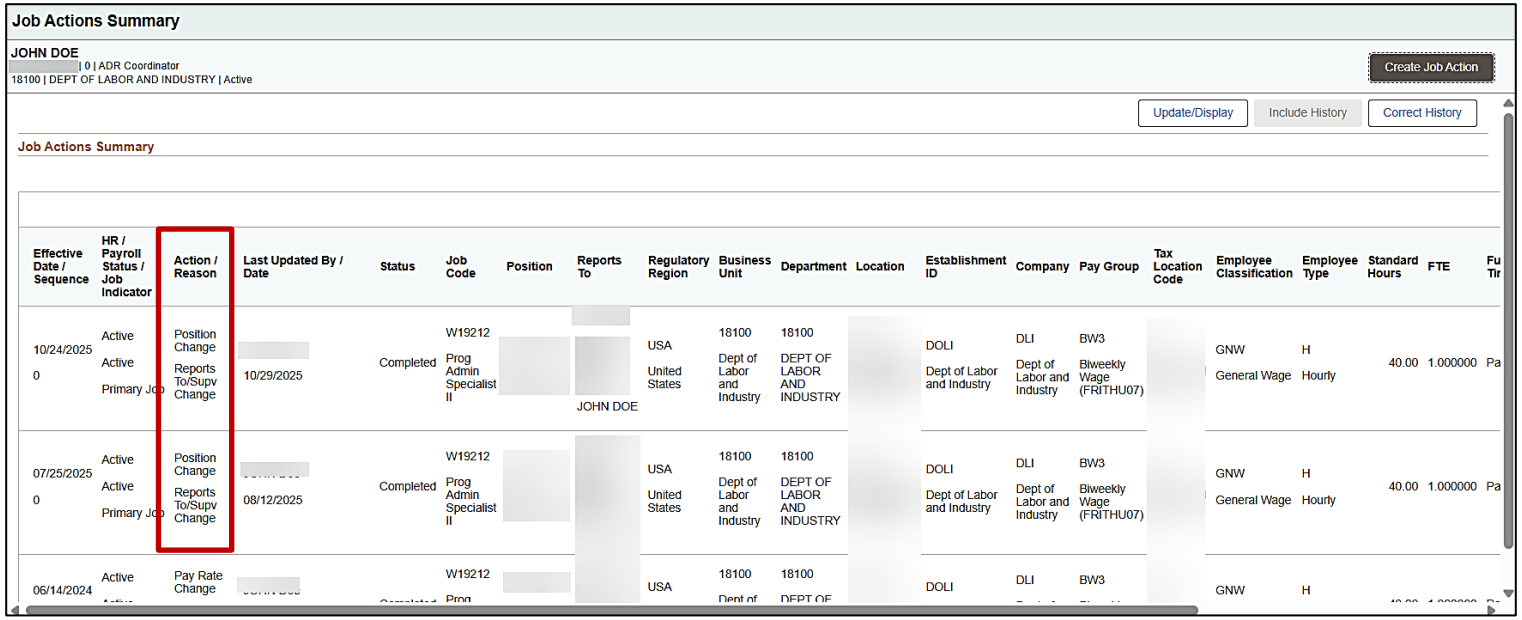
Note: If the effective date is not prior, the position change will not flow to the incumbent's Job Data and will require submitting a helpdesk ticket.

SUBMIT A HELPDESK TICKET

Email vccc@vita.virginia.gov with "Cardinal" in the Subject

Position Change Reflected in Job Data

Changes made to Position Data flow to Job Data for the employee in that position.





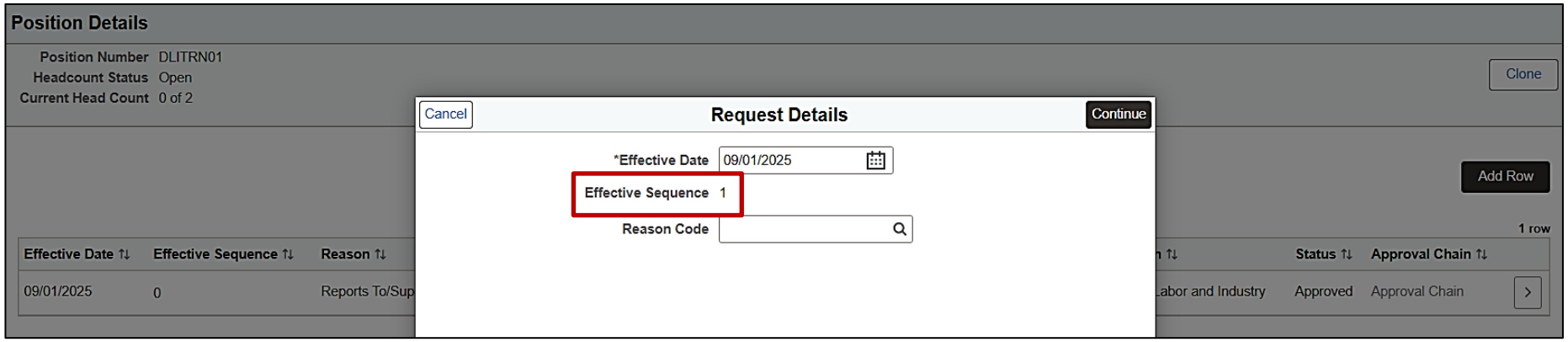
JOB AID REFERENCE

HR351 Managing Position Data

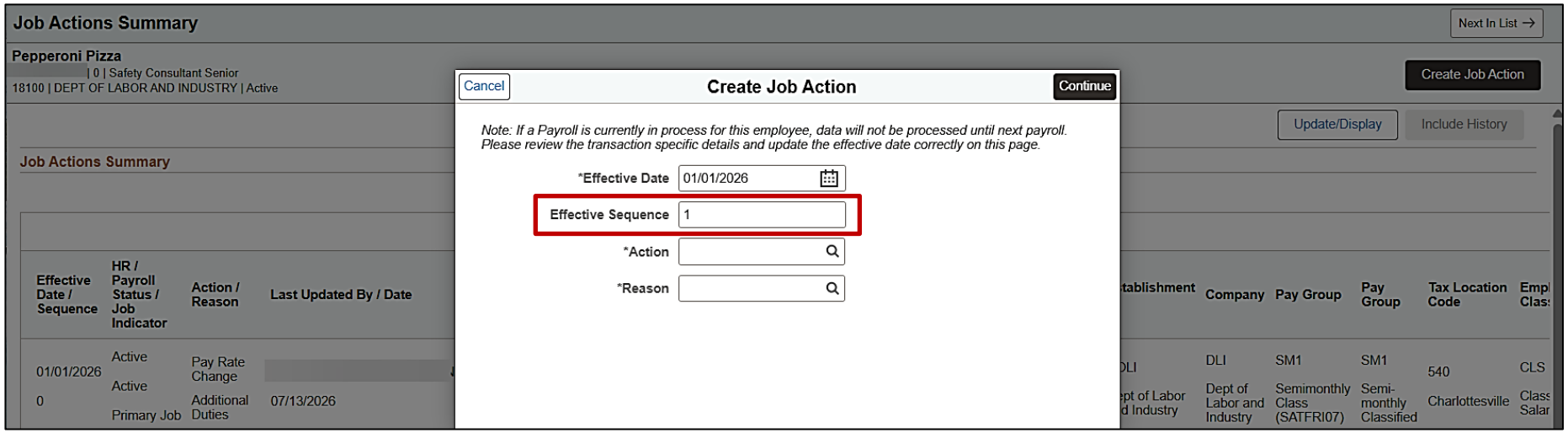
Effective Sequence in Position and Job Data

The **Effective Sequence** field defaults to 0 whenever a transaction is entered but automatically increases systematically when the same effective date is used consecutively. Examples:

Position Data page

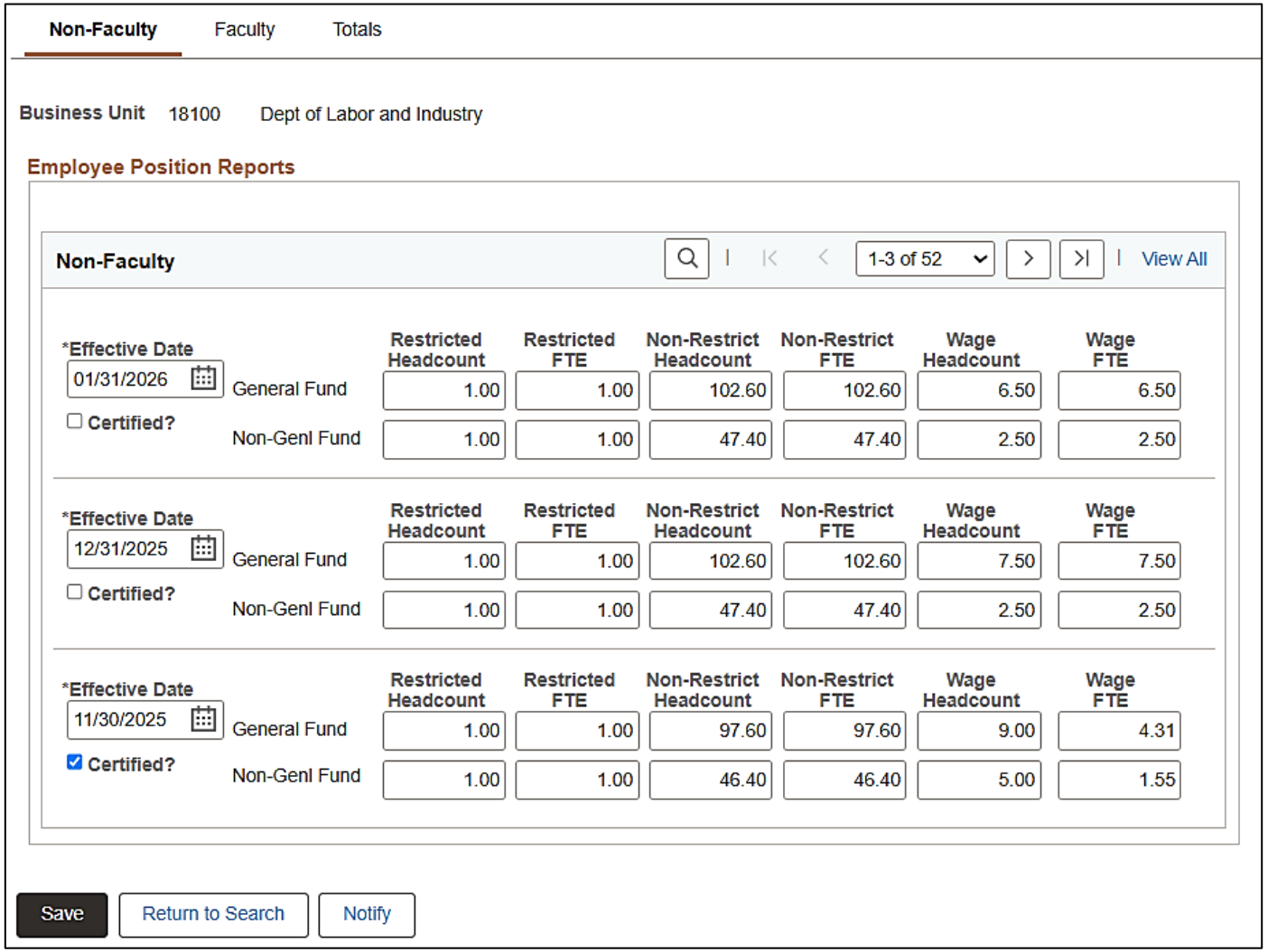


Job Data page



Using the Employee Position Report (EPR) Tool

- Reports staffing levels by type of funding across a broad diversity of executive, legislative, judicial, independent Agencies, colleges, and universities
- Generated and submitted once a month (special security role required)



JOB AID REFERENCE

HR351 EPR Tool Overview

Lesson Summary

4 Position Data Management

In this lesson, you learned:

- An Overview of Position Data
- How to Create Positions
- How to Clone Positions
- How to Update Positions
- An Overview of the EPR Tool

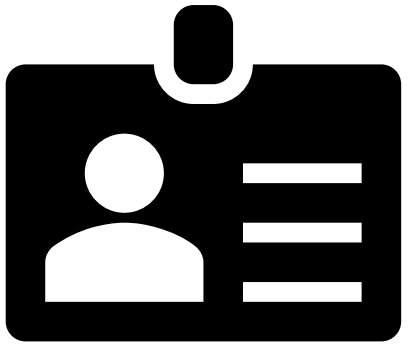
Lesson

5 Processing Hire/Rehire Transactions

This lesson covers the following topics:

- Overview of the Hire Processes
- SSN Guidance
- Processing New Hires
- Processing New Hires (Personal Data Exists)
- Processing Rehires
- Adding Jobs and Assignments
- Overview of Interfacing Hire Information

Hire Processes Overview



3 Hire Processes:

- New Hire
- New Hire (Personal Data already exists)
- Rehire

The **Create Employee Search** functionality and some additional research is used to determine which process is applicable for the employee. The employee's National ID is required to complete the search.

The following search guidelines apply:

- If a match is not found, Cardinal assigns a new Employee ID during the Hire process
- If a match is found, the Agency HR Administrator must go to the **Organizational Relationship** page to determine how to process the hire (e.g., rehire if a terminated employee record is found or transfer if an active employee record is found)

SSN Guidance



If the employee does not have an SSN (e.g., Foreign Nationals), a temporary SSN must be obtained.

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JOB AID REFERENCE

HR351 Assigning and Monitoring Temporary SSNs

New Hire General Information

This process begins with a search by National ID (SSN) and is used when the employee does not currently exist in Cardinal.

Guidelines for Processing New Hires:

- Ensure that all required paperwork is on hand prior to processing a New Hire per Agency business practices and/or policy.
- The Position must be identified or created as applicable.
- If the Position exists in Cardinal, ensure that any required updates are made (Telework Eligibility, Reports To, Supervisor, etc.).
- Completing a New Hire transaction includes entering both Personal Data and Job Data.
- The effective date of the Position must be equal to or prior to the effective date of the New Hire transaction (Job Data).
- For New Hires, the Job Data effective date represents the first day worked and must be equal to or later than the effective date of the employee's Personal Data.
- Cardinal HCM leverages the VITA Okta Tool to authenticate users. This tool requires a valid email address to complete the authentication process. To ensure that all employees can access Cardinal Employee Self-Service (ESS), a "preferred" email address must be entered for the employee during the Hire process (Personal Data).

JOB AID REFERENCE

HR351 Completing a New Hire

New Hire (Personal Data Exists) General Information

This process begins with a search by National ID (SSN) using the **Create Employee** tile.

Guidelines for Processing New Hires When Personal Data Exists:

- Ensure that all required paperwork is on hand prior to processing a New Hire per Agency business practices and/or policy.
- The Position must be identified or created as applicable.
- If the Position exists in Cardinal, ensure that any required updates are made (Telework Eligibility, Reports To, Supervisor, etc.).
- Completing a New Hire transaction where personal data already exists includes entering Job Data and reviewing/updating Personal Data.
- The effective date of the Position must be equal to or prior to the effective date of the New Hire transaction (Job Data).
- For New Hires, the Job Data effective date represents the first day worked. This date must be equal to or later than the effective date of the employee's Personal Data.
- Cardinal HCM leverages the VITA Okta Tool to authenticate users. This tool requires a valid email address to complete the authentication process.
- To ensure that all employees can access Cardinal Employee Self-Service (ESS), a "preferred" email address must be entered for the employee during the Hire process (Personal Data).

Rehire General Information

This process begins with a Search by National ID (SSN) using the **Create Employee** tile.

Guidelines for Processing Rehires:

- Ensure that all required paperwork is on hand prior to processing a Rehire per Agency business practices and/or policy
- The Position must be identified or created as applicable
- If the Position exists in Cardinal, ensure that any required updates are made (Telework Eligibility, Reports To, Supervisor, etc.)
- Completing a Rehire transaction includes entering/updating Job Data and then reviewing/updating Personal Data
- The effective date of the Position must be equal to or prior to the effective date of the Rehire transaction (Job Data)
- For Rehires, the Job Data effective date represents the first day worked.
- Cardinal HCM leverages the VITA Okta Tool to authenticate users. This tool requires a valid email address to complete the authentication process. To ensure that all employees can access Cardinal Employee Self-Service (ESS), a “preferred” email address must be entered for the employee during the Rehire process (Personal Data).

JOB AID REFERENCE

HR351 Completing a Rehire

Rehire - Adding a New Employment Instance

A rehire must be completed using the **Organizational Relationship** page.

Click the **Add Employee Relationship** link if the employee is being rehired into a different Agency or back into the same Agency but into a different employee type (e.g., Wage to Salary).

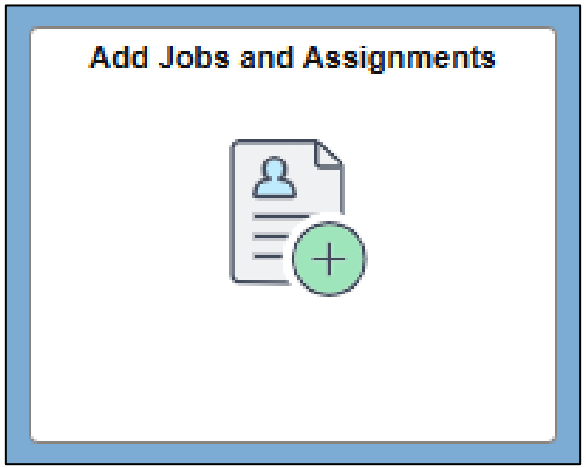


Click the **Manage Job** link if the employee is being rehired back into the same Agency and back into the same employee type (e.g., Salary to Salary). This hires the employee back into the same employee record they previously held within the Agency.



Adding Jobs and Assignments

The **Add Jobs and Assignments** tile simplifies the process to add secondary roles for existing employees using the Employee ID.



Organizational Relationship

JOHN DOE

Add Organizational Relationship

Relationship - Employee

Instance Nbr 0

HR Status Inactive

Payroll Status Terminated

Last Hire Date 10/17/2022

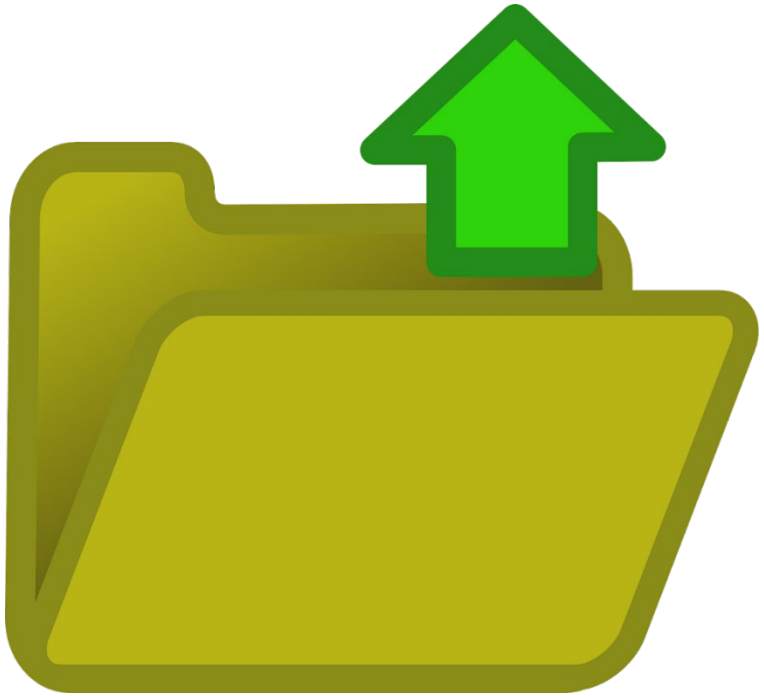
Termination Date 05/25/2026

Assignments

Employment Record / Job Indicator	Home/Host	Effective Date	Business Unit	Department	HR Status / Payroll Status	Start Date / Termination Date	
0	Home	05/26/2026	18100	18100	Inactive	10/17/2022	Manage Job
Primary Job			Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Terminated	05/25/2026	

Interface General Information

For Agencies with their own HR systems that elect to interface with Cardinal HCM, an upload interface allows Agencies to send employee new hire records without an employee ID number. Cardinal then assigns the employee ID as part of the upload step.



JOB AID REFERENCE

HR351 Interface Administration

Agency Next Steps after Hire/Rehire



- ❑ Cardinal automatically creates Benefit Events to complete the employee's initial benefit elections. Coordinate with an Agency Benefits Administrator to ensure that eligible employees complete their benefit elections (within 30 days per OHB policy).
- ❑ Coordinate with Agency Time and Labor (TL) Administrators to ensure that all employees are assigned the applicable Work Schedule and review their TA eligibilities (e.g., overtime, comp leave, etc.)
- ❑ Coordinate with an Agency Payroll Administrator, or Payroll Service Bureau (PSB), to ensure that the Employee completes their state and federal withholding forms, direct deposit form, etc.

JOB AID REFERENCES

- BN361 Completing a New Hire Enrollment
- TA Maintaining Employee Work Schedules
- PY381 Maintaining Employee Tax Information
- PY381 Entering and Updating Direct Deposits

Lesson Summary

5 Processing Hire / Rehire Transactions

In this lesson, you learned:

- An Overview of the Hire Processes
- SSN Guidance in Cardinal
- How to Process New Hires
- How to Process New Hires (Personal Data exists)
- How to Process Rehires
- How to Add Jobs and Assignments
- An Overview of Interfacing Hire Information

Lesson

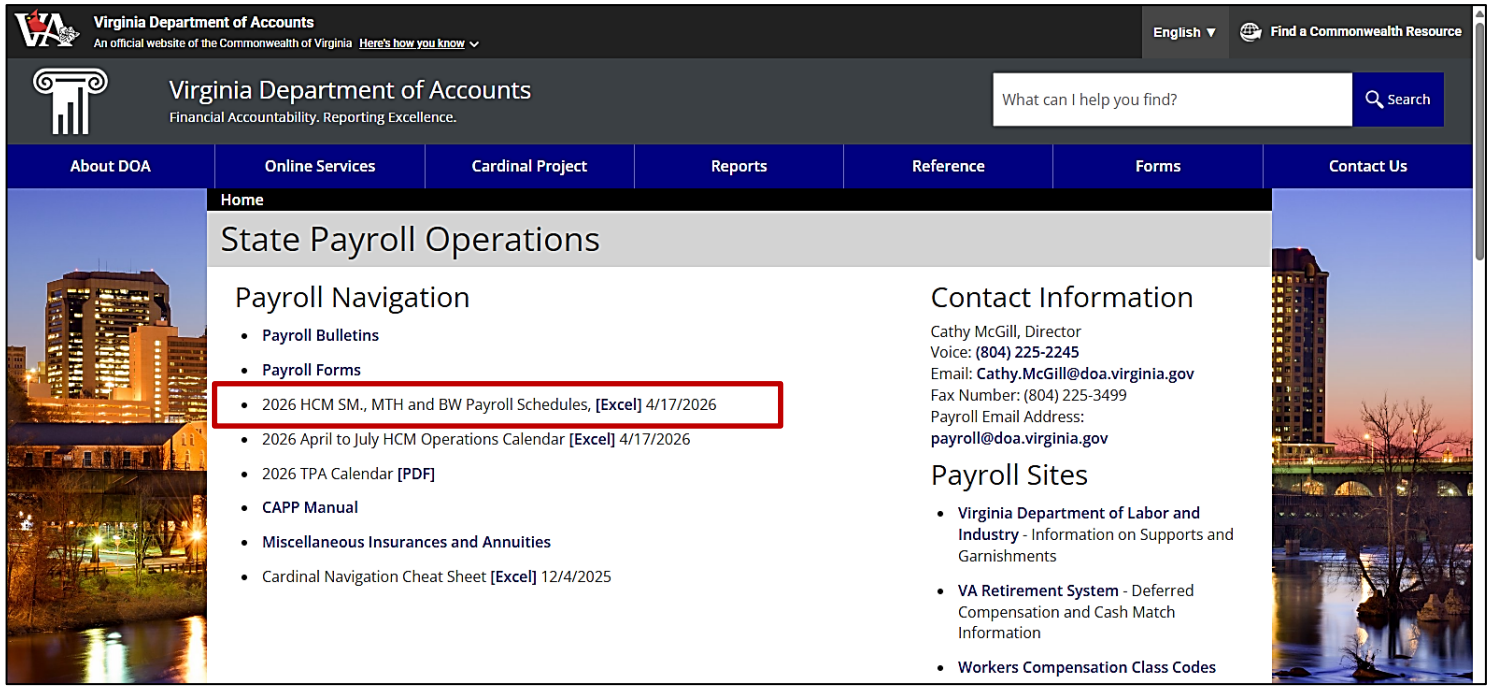
6 Overview of HR Data Freeze

This lesson covers the following topics:

- Overview of HR Data Freeze
- Using the Payroll Processing Calendar

Payroll Processing Calendar Considerations

- HR transactions that impact pay and have an effective date within the pay period of the pay cycle being processed should be held and entered **after 3 pm on the day of Confirm Pay**.
- Transactions entered between the Data Freeze and Confirm Pay, with an effective date within or prior to the end date of the pay cycle being processed, may cause the employee's paycheck to drop off the payroll register or otherwise impact the employee's pay in an unexpected manner.
- If a change is needed for the employee during the current payroll cycle that is in progress, please contact your Agency Payroll Administrator immediately for guidance and assistance.



https://www.doa.virginia.gov/reference/payroll/ - 2026 HCM SM., MTH and BW Payroll Schedules, [Excel] 4/17/2026

Payroll Processing Calendar

Sample Payroll Calendar

HCM Semi-Monthly Schedule - Calendar Year 2026									
Pay period End SM1 SM1MMDDYY	Pay period End SM2 SM2MMDDYY	*Create Paysheets* *3:00 - 5:00 PM*	*Data Freeze* *10:00 - 10:45 AM*	*Confirm Pay* *1:00 - 3:00 PM*	Interfacing Agencies Timesheet Deadline *10:00 PM*	Payday	Off Cycle	Off Cycle Confirm 1:00 - 3:00 PM	Off Cycle Pay Date
1/9/2026	1/15/2026	*12/31/2025*	*1/8/2026*	*1/12/2026*	*1/15/2026*	1/16/2026	OSM011626	1/15/2026	1/20/2026
01/24/2026	1/31/2026	*1/15/2026*	*1/22/2026*	*1/26/2026*	*1/29/2026*	1/30/2026	OSM013026	1/29/2026	2/2/2026
02/09/2026	2/15/2026	*1/29/2026*	*2/5/2026*	*2/9/2026*	*2/12/2026*	2/13/2026	OSM021326	2/12/2026	2/17/2026
02/24/2026	2/28/2026	*2/12/2026*	*2/19/2026*	*2/23/2026*	*2/26/2026*	2/27/2026	OSM022726	2/26/2026	3/2/2026
3/9/2026	3/15/2026	*2/26/2026*	*3/6/2026*	*3/10/2026*	*3/13/2026*	3/16/2026	OSM031626	3/13/2026	3/17/2026
3/24/2026	3/31/2026	*3/13/2026*	*3/23/2026*	*3/25/2026*	*3/30/2026*	3/31/2026	OSM033126	3/30/2026	4/1/2026
4/9/2026	4/15/2026	*3/30/2026*	*4/8/2026*	*4/10/2026*	*4/15/2026*	4/16/2026	OSM041626	4/15/2026	4/17/2026
4/24/2026	4/30/2026	*4/15/2026*	*4/23/2026*	*4/27/2026*	*4/30/2026*	5/1/2026	OSM050126	4/30/2026	5/4/2026
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5/24/2026	5/31/2026	*5/14/2026*	*5/21/2026*	*5/26/2026*	*5/29/2026*	6/1/2026	OSM060126	5/29/2026	6/2/2026
6/9/2026	6/15/2026	*5/29/2026*	*6/8/2026*	*6/10/2026*	*6/15/2026*	6/16/2026	OSM061626	6/15/2026	6/17/2026
6/24/2026	6/30/2026	*6/15/2026*	*6/23/2026*	*6/25/2026*	*6/30/2026*	7/1/2026	OSM070126	6/30/2026	7/2/2026
7/9/2026	7/15/2026	*6/30/2026*	*7/8/2026*	*7/10/2026*	*7/15/2026*	7/16/2026	OSM071626	7/15/2026	7/17/2026
7/24/2026	7/31/2026	*7/15/2026*	*7/22/2026*	*7/24/2026*	*7/30/2026*	7/31/2026	OSM073126	7/30/2026	8/3/2026

Data Freeze: Limited HR data pulled into paychecks

Lesson Summary

6 Overview of HR Data Freeze

In this lesson, you learned:

- An Overview of HR Data Freeze
- How to Use the Payroll Processing Calendar

Lesson

7 Managing Employee Personal Data

This lesson covers the following topics:

- Overview of Personal Data Updates
- Approvals Tile

Overview of Personal Data Updates



Common Updates Include:

- Email
- Address
- Emergency Contacts
- VA Person
- Disability Status

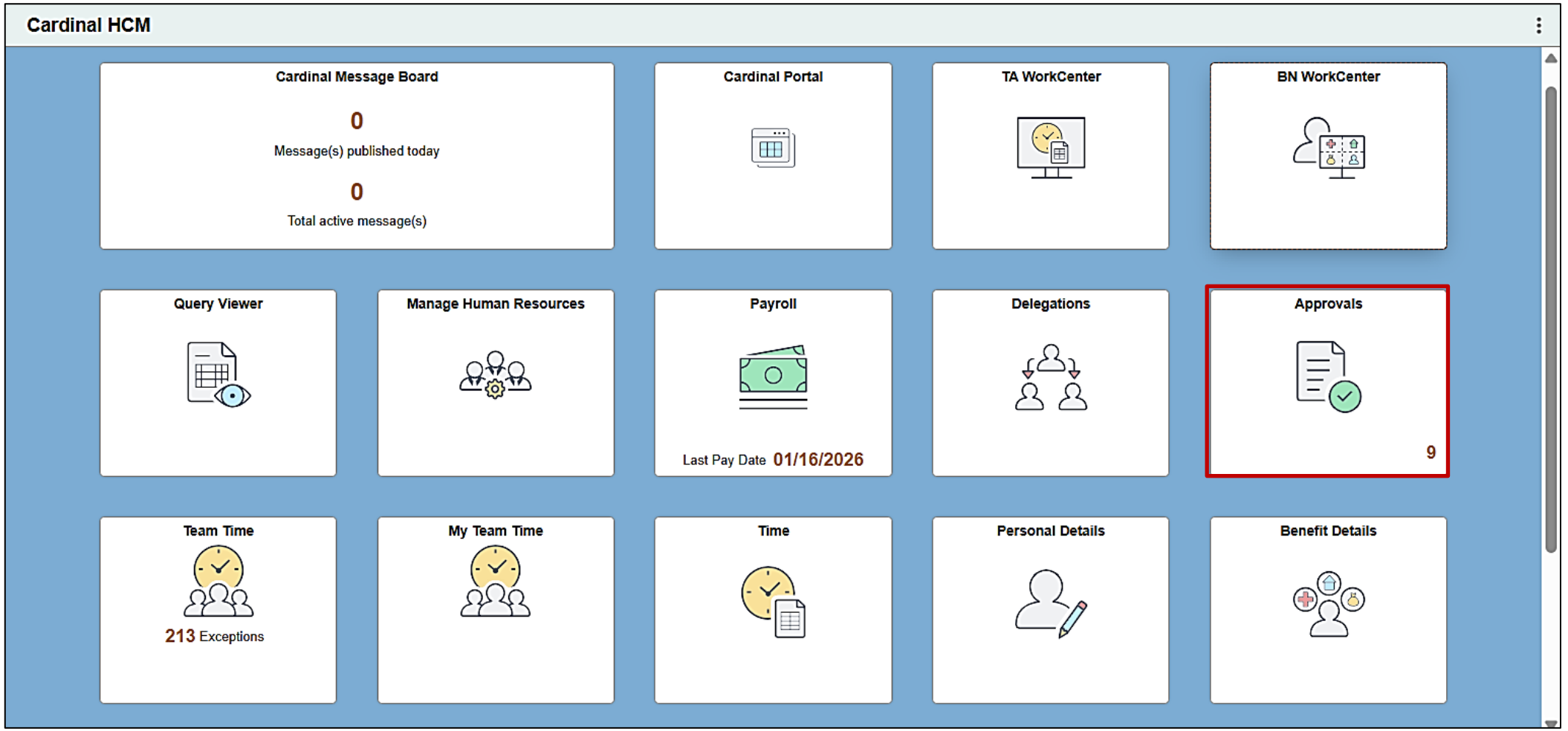
- Employees in Agencies that use Employee Self-Service (ESS) can update their own Personal Data
- Name changes made through ESS require HR Administrator approval

JOB AID REFERENCE

HR351 Viewing and Modifying Personal Data

Approvals Tile

Navigation: Cardinal HCM Homepage > Approvals Tile



Agency Next Steps after Personal Data Updates



Address Changes:

- ❑ Cardinal automatically creates a Benefit Event that is used to update the employee's benefit election when needed.
- ❑ Coordinate with an Agency Benefits Administrator to ensure that Benefit Election updates are completed as applicable.

All Other Personal Data Updates (marriage, divorce, etc.):

- ❑ Agency Benefits Administrator will need to manually create a Benefit Event.
- ❑ For some Personal Data updates, communicate with an Agency Payroll Administrator, or Payroll Service Bureau (PSB), to identify if any state and federal withholding forms, direct deposit form, etc. need to be updated.

Updates to the Preferred Email Address:

- ❑ Communicate to the employee that they need to re-register for ESS.

Lesson Summary

7 Managing Employee Personal Data

In this lesson, you learned:

- An Overview of Personal Data Updates
- Overview of the Approvals Tile for Name Changes

Lesson

8 Managing Intra-Agency Transfers

This lesson covers the following topics:

- Overview of Intra-Agency Transfers
- Overview of Updating Employee Compensation

Intra-Agency Transfer Overview



- Movement of an employee from one position to another within the same Agency
- Agency HR updates employee's **Job Data** page and all applicable data fields (e.g., compensation)
- **Action** and **Reason** fields maintain active HR and Payroll Statuses
- Wage position to another wage position, or salary to another salary position – not necessary to terminate the employee and rehire them into the new position
- Wage to salary or salary to wage – terminate and rehire (wage position and salaried position cannot exist on the same employee record)

JOB AID REFERENCES

HR351 Managing the Intra-Agency Transfer Process

HR351 Action Reason Codes

Agency Next Steps – Wage to Salary



- Cardinal automatically creates a Benefit Event that is used to complete the employee's initial benefit elections. Coordinate with an Agency Benefits Administrator to ensure that eligible employees complete their benefits elections (within 30 days per OHB policy).

- Coordinate with Agency Time and Labor (TL) Administrators to ensure that all employees are assigned the applicable Work Schedule (can be assigned by either a TL Administrator or the employee's supervisor) and review their TA eligibilities (e.g., overtime, comp leave, etc.).

JOB AID REFERENCES

- BN361 Completing a New Hire Enrollment
- TA Maintaining Employee Work Schedules
- TA374 Managing Balance Adjustments

Agency Next Steps – Salary to Wage



- ❑ Cardinal automatically creates a Termination Benefit Event that will stop the employee's previous benefits enrollments.
- ❑ Coordinate with Agency Time and Labor (TL) Administrators to ensure that all employees are assigned the applicable Work Schedule (can be assigned by either a TL Administrator or the employee's supervisor) and review their TA eligibilities (e.g., overtime, comp leave, etc.).

JOB AID REFERENCES

- TA Maintaining Employee Work Schedules
- TA374 Managing Balance Adjustments

Updating Employee Compensation

Examples:

- Promotion
- Demotion
- Role Changes
- Competitive Offers
- Statewide Salary Increases (submit mass uploads to PPS for upload)
- Compensation parameters (e.g., Pay Bands) only overridden by DHRM
  - Errors if pay rate exceeds limits
  - Discipline pay rate changes at least 5%

JOB AID REFERENCE

HR351 Updating an Employee's Compensation

Lesson Summary

8 Managing Intra-Agency Transfers

In this lesson, you learned:

- An Overview of Intra-Agency Transfers
- An Overview of Updating Employee Compensation

Lesson

9 Managing Inter-Agency Transfers

This lesson covers the following topics:

- Overview of Inter-Agency Transfers

Managing Inter-Agency Transfers Overview

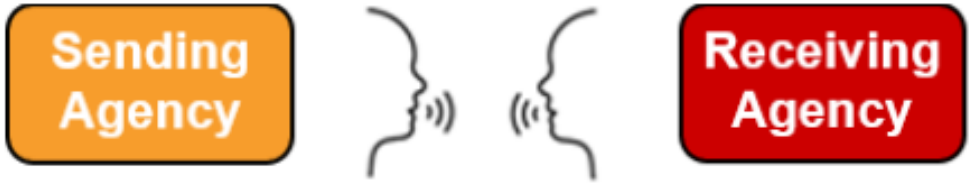


- Movement from one Commonwealth of Virginia Agency to another Commonwealth of Virginia Agency
- Involves two Agencies: the Sending Agency (employee leaving from) and the Receiving Agency (employee going to)
- The two Agencies must coordinate the Effective Date for the HR transactions to ensure that there is **no break in service or interruption of benefits** for the employee
- The Sending Agency must complete the Transfer Out HR transaction **before** the Receiving Agency can complete the Transfer In HR transaction

JOB AID REFERENCE

HR351 Managing an Inter-Agency Transfer

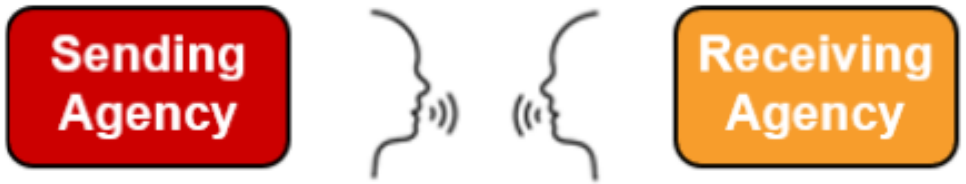
Sending Agency



- Sending Agency HR Administrator completes a “Termination/Transfer Out” transaction with an effective date equal to the day after the last worked at Sending Agency by the employee.

- Transaction must be completed by Sending Agency **before** Receiving Agency HR Administrator processes the “Hire/Transfer In” transaction.

Receiving Agency



- Ensure that all position updates have been made (e.g., correct effective date, job code, location code, and telework eligibility).
- Transaction must be completed by Receiving Agency **after** Sending Agency HR Administrator processes the “Termination/Transfer Out” transaction (review the **Organizational Relationship** page to verify that the transaction has been entered by Sending Agency).
- Receiving Agency HR Administrator completes a “Hire/Transfer In” transaction with the same effective date used by Sending Agency or the next day to prevent a break in service.

Note: If the employee is returning to the receiving Agency, it may be possible to use their existing employee record.

Agency Next Steps – Receiving Agency



- Sending Agency transaction triggers an “XFO” Benefit Event which will carry over the eligible* employee’s Health Insurance, Premium Rewards, Imputed Life, and FSA enrollments with no gap.
- Receiving Agency transaction triggers an “XFR” Benefit Event which will automatically process and close after 29 days.
- Generally, this Benefit Event does not allow the employee to make changes to their enrollments. However, this Benefit Event remains open for 29 days for instances where the employee was enrolled in an HMO plan that they are no longer eligible for the new Agency based on region (Northern VA or rest of VA).
- Coordinate with TA Administrator to ensure employee’s Leave Balances are accurate or updated as needed.

Lesson Summary

9 Managing Inter-Agency Transfers

In this lesson, you learned:

- An Overview of Inter-Agency Transfers

Lesson

10 Managing Leaves of Absence

This lesson covers the following topics:

- Overview of Paid and Unpaid Leaves of Absence
- Overview of Return From Leave of Absence

Leave of Absence Overview

Paid Leave	Unpaid Leave	Return From Leave
• Short Term Disability (STD) • Long Term Disability(LTD) • Worker's Compensation Leave	• Employee will not be paid	• Employee physically returns from Leave
HR Administrator: • Selects applicable **Action** and **Reason** codes • Turns off the automatic semi-monthly payments ** • Adds the STD claim # if applicable • Changes the Holiday Schedule from "HOLSAL" to "HOLSTD" ** ****Note**: Agencies serviced by PSB do not do these steps	**HR Administrator**: • Selects the **Action** of "Unpaid Leave" and applicable **Reason** code	**HR Administrator**: • Selects the **Action** of "Return From Leave" • Turns on automatic semi-monthly payments (Paid Leave only) • Removes STD claim # if applicable • Changes Holiday Schedule back to "HOLSAL" (Paid Leave only)
TA/AM Administrator • Determines Supplemental Leave if requested and notifies Payroll • Updates Employee's Work Schedule • Update Employee's Time Sheet	**TA/AM Administrator:** • Determines if additional actions need to be taken based upon type of Leave	**TA/AM Administrator:** • Updates Employee's Work Schedule
Payroll Administrator: • Manually processes payments	**Payroll Administrator**: • Manually processes payments if applicable	**Payroll Administrator**: • Manually processes payments if applicable

Leave of Absence – COV Agency Employees

For COV-Agency Employees Only:

Important Notes:

- Paid and Unpaid Leave transactions are included in the Active Directory Extract from Cardinal to VITA
- After **30 days** in Paid or Unpaid Leave status, VITA removes COV computer access

Action Steps:

- Update Primary Email - Change from “Business” to “Personal” email (Required for Cardinal Employee Self-Service access during extended leave)
- Notify Employee – Must register for Cardinal ESS using their personal email address

JOB AID REFERENCE

HR351 Viewing and Modifying Personal Data

Agency Next Steps – Leaves of Absence





- ❑ **Paid Leave – No Benefit Impact**
  - Notify the Payroll Administrator (or PSB)
  - Notify Agency TA Administrator

- ❑ **Unpaid Leave** – **Generates Automatic Benefit Events**
  - Notify the Payroll Administrator (or PSB)
  - Notify Agency TA Administrator

Reminder: After 30 days in Paid or Unpaid Leave status, VITA removes COV computer access.

Lesson Summary

10 Managing Leaves of Absence

In this lesson, you learned:

- Overview of Paid and Unpaid Leaves of Absence
- Overview of Return From Leaves of Absence

Lesson

11 Managing Employee Additional Pay

This lesson covers the following topics:

- Adding Additional Pay
- Updating Additional Pay
- Stopping Additional Pay

Additional Pay Overview

Additional amount of pay that is to be added to the employee's paycheck per pay period.

Used for fixed, recurring payments in addition to regular pay, including:

- Cell Phone Reimbursement
- Adjunct Pay
- Temporary Pay

The following guidance applies:

- Only HR can enter Additional Pay transactions
- For Retroactive Effective Dates:
  - Payroll Admin calculates retroactive amount
  - Payroll Admin processes the payment in SPOT
- For partial amounts due to Mid-Pay Period changes:
  - Effective Date is the actual date the additional pay became effective
  - Payroll Admin calculates prorated amount
  - Payroll Admin processes the payment in SPOT

JOB AID REFERENCE

HR351 Processing Additional Pays

Additional Pay Earnings Codes

Earnings Codes HR Administrators are responsible for managing:

Typical Additional Pay Earnings Codes				
Earn Code	**Description**	**Add to Gross Income**	**Taxable**	**Notes**
CAR	Reimb Use of Personal Car	Y	Y	
CCR	Company Car	N	Y	
MIL	Military Supplement	Y	Y	
MNT	Mobile Device Nontaxable	Y	N	
MTB	Mobile Device Taxable	Y	Y	
SEV	Work Study Student	Y	Y	
TMN	Temp Pay Non Paid Agys	N	N	
TMP	Temporary Pay	Y	Y	
TPD	Taxable Per Diem	Y	Y	
TTR	Taxable Tuition	Y	Y	
VRS	VRS Contribution Base	N	N	Loaded by Batch Program
PRW	Premium Reward	Y	Y	Loaded by Interface

Agency Specific and Higher Education Earnings Codes

Agency Specific Additional Pay Earnings (e.g. supplement for working conditions)				
Earn Code	**Description**	**Add to Gross Income**	**Taxable**	**Notes**
TXB	Misc Agency Specific Pay	Y	Y	
SP1	Misc Agency Supplemental Pay 1	Y	Y	
SP2	Misc Agency Supplemental Pay 2	Y	Y	
SPA	Misc Agency Specific Pay Amt	Y	Y	
AGY	Misc Agency Specific Pay	Y	Y	
Typical Additional Pay Earnings for Higher Education				
Earn Code	**Description**	**Add to Gross Income**	**Taxable**	**Notes**
WSS	Work Study Student	Y	Y	
SSN	Student Stipend Non Taxable	Y	Y	
SST	Student Stipend Taxable	Y	Y	
FOT	Faculty Other Pay (Adjust for Salary)	Y	Y	
AJT	Adjunct Faculty	Y	Y	

Lesson Summary

11 Managing Employee Additional Pay

In this lesson, you learned:

- How to Add Additional Pay
- How to Update Additional Pay
- How to Stop Additional Pay

Lesson

12 Managing Rewards and Recognition

This lesson covers the following topics:

- Overview of Rewards and Recognition
- Entering a Monetary Reward

Rewards and Recognition Overview

- Employee Rewards and Recognition include both Leave and Monetary Rewards
- Rewards are entered on the **Rewards and Recognition** page – not in Job Data
- Information entered on the **Rewards and Recognition** page is for tracking and reporting and does not produce pay for the employee
- Payroll processes Monetary Rewards as a SPOT payment – coordination is required
- Consolidated reporting pulls Leave awards from Cardinal to show statewide totals of Leave awards



REPORTS CATALOG REFERENCE

Cardinal HCM Human Resources Reports Catalog

Rewards and Recognition Types

Cardinal Rewards and Recognition tracks the following:	
529	Sign On/Retention 529 PMT
ALI	Annual Leave Incentive
ERB	Employee Recognition Bonus
ERL	Employee Recognition Leave
ERN	Employee Recognition Non Mon
ESL	Employee Suggestion Leave
ESP	Employee Suggestion PMT
IBB	Inband Bonus
PBB	Project Based Bonus
RLP	Referral PMT
RNB	Retention Bonus
SAL	Service Award Leave
SOB	Sign on Bonus
SOL	Sign on Leave
SRS	Sign/On/Retention Student Load

Rewards and Recognition – Leave Rewards

- Agencies **NOT** using Cardinal Absence Management
  - Enter the Leave Reward information through Cardinal **Rewards and Recognition** page
  - Enter the Leave Reward hours in external leave system of record

Note: Cardinal does not interface to external leave systems of record

- Agencies using Cardinal Absence Management
  - Enter the Leave Reward as balance adjustment or entitlement in Cardinal Absence Management
- Consolidated reporting pulls leave awards from the Cardinal Leave Award page and Cardinal Absence Management to show statewide totals of leave awards

Note: HR Administrators should communicate with Absence Administrator when making the adjustments.

JOB AID REFERENCE

TA374 Managing Absence Balances

REPORTS CATALOG REFERENCE

Cardinal HCM Human Resources Reports Catalog

Rewards and Recognition – Monetary Rewards

- Agency HR tracks an employee's:
  - Written Agreement
  - Expiration date of the Written Agreement per incentive bonus awarded
  - Payment Installments (singular or multiple – as needed)

- Agency HR Administrator works with the Agency Payroll Administrator to have these bonus payments paid using the Single Use Payroll Online Tool (SPOT)



JOB AID REFERENCE

HR351 Rewards and Recognition

Agency Next Steps – Managing Rewards and Recognition



- ❑ For Monetary Rewards, coordinate with the Payroll Administrator
- ❑ For balance adjustments, coordinate with the TA Administrator as needed

Lesson Summary

12 Managing Rewards and Recognition

In this lesson, you learned:

- An Overview of Rewards and Recognition
- How to Enter a Monetary Reward

Lesson

13 Running Reports and Queries

This lesson covers the following topics:

- HCM Reports Catalog
- Accessing and Running a Report
- Accessing and Running a Query

HCM Reports Catalogs

The **Cardinal HCM Human Resources Reports Catalog** contains queries and reports specific to the Human Resources functional area. It is located on the Cardinal website under **Resources**. There are reports catalogs available for each of the functional areas (e.g., Benefits, Payroll and Time and Attendance).

- **NAV225 Cardinal Reporting HCM** Web Based Training (WBT) provides training and interactive demonstrations covering the fundamentals of how to run or access reports and queries
- Reports/Queries may be used by more than one functional area; therefore, it may be necessary to use the search/find feature to locate a specific report/query that may be in a different functional area
- To run a report in Cardinal, the full navigation path for a specified report can be found in any of HCM Reports Catalogs
- To run a query in Cardinal, click the **Query Viewer** tile on the Cardinal HCM Homepage, or navigate to: **NavBar > Menu > Reporting Tools > Query > Query Viewer** and search for the query name

.

REPORTS CATALOG REFERENCE

Cardinal HCM Human Resources Reports Catalog

Lesson Summary

13 Running Reports and Queries

In this lesson, you learned:

- How to Access the HCM Reports Catalog
- How to Run Reports
- How to Run a Query

Lesson

14 Managing Separations / Terminations

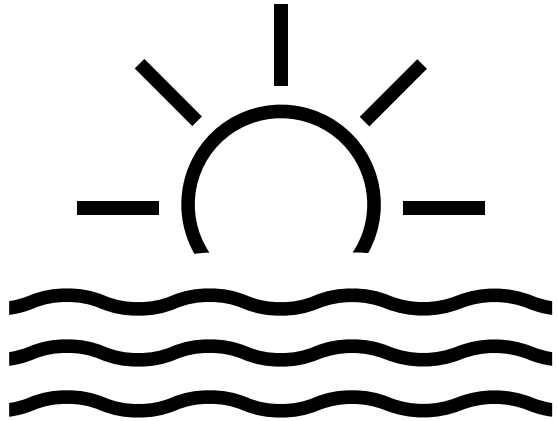
This lesson covers the following topics:

- Overview of Separations / Terminations
- Overview of Separations / Terminations – Death and Death with a Dependent
- Entering Separations / Terminations

Separations / Terminations Overview

Involuntary:

- Standards of Conduct
- Unsatisfactory Performance
- Inability to Perform Duties



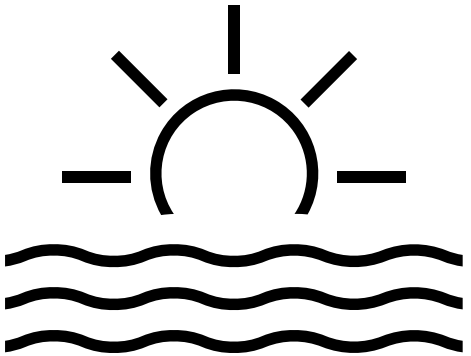
Voluntary

- Resignation
- Retirement: Service Retirement, Retirement In Lieu of Layoff, or Enhanced Retirement
- Separation: Completion of Limited Appointment or Contract
- Death of Employee

JOB AID REFERENCE

HR351 Separation Statutes

Separations / Terminations – Death and Death with Dependent



Action / Reason combinations related to an employee's death:

- Termination/Death
- Termination/Death with Dependent

The difference between the two events is that the benefits terminate on different dates.

Note: When an employee passes away, the Benefit Administrator should review the employee's current health plan coverage code and advise the HR Administrator whether to use the "Termination/Death" or "Termination/Death with Dependent" Action/Reason combination.

JOB AID REFERENCE

HR351 Separation Statutes

Separations / Terminations Key Points

- Effective date of Termination transactions is generally the day immediately following last day worked
  - Example: If employee last worked on Friday, Termination Effective Date is Saturday

- Employee's email address must be updated in Cardinal after separation for the employee, their surviving family, or retirees, to gain access to Cardinal to view pay history and W2s:
  - Obtain employee's personal email address and update the Email Option Selection in Cardinal from **Agency Provide**d to **Employee Provided**
  - Ensure the personal email address is listed as "Preferred" (driving factor for post-employment system access)

- Separated employees will then have access to Cardinal for 18 months after the Termination Date (access ends automatically after 18 months)

- After the Termination transaction is saved, all HCM functional areas are updated appropriately:
  - Benefits status is updated in Cardinal Benefits (BN); COBRA eligibility is triggered if applicable
  - Time Reporter is updated for Cardinal TA and leave accruals stop
  - The updated Payroll status does not create a Paysheet for the employee

Lesson Summary

14 Managing Separations / Terminations

In this lesson, you learned:

- An Overview of Separations / Terminations
- An Overview of Separations / Terminations – Death and Death with a Dependent
- How to Enter Separations / Terminations

Lesson

15 Overview of Mass Uploads

This lesson covers the following topics:

- Overview of Mass Uploads

Mass HR Data Uploads

Agencies can load large volumes of data into Cardinal using Excel-based mass upload tool. Agencies are responsible for populating the excel based mass upload tools, but do not perform the upload into Cardinal in some cases.

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
TL Eligibility Mass Upload	Agency	N/A	Agency
Personal Data 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

JOB AID REFERENCE

Performing a Mass Upload

Lesson Summary

15 Overview of Mass Uploads

In this lesson, you learned:

- An Overview of Mass Uploads

VPA Covered Employees Only

Lesson

16 Managing Additional HR Data for VPA Covered Employees

This lesson covers the following topics:

- Entering and Maintaining Disciplinary Actions
- Entering and Maintaining Performance Ratings

Entering and Maintaining Disciplinary Actions

The Cardinal Disciplinary Action pages are used to record and track written notices and disciplinary actions.

When the disciplinary action results in a change to the employee's job classification or compensation, an update to the employee's Job Record is required to impact the HR and Payroll functional areas (e.g., demotions, reductions in pay, terminations).

DHRM will allow Agencies to delete written notices and the associated disciplinary actions from the disciplinary action pages vs. requiring DHRM intervention. Written notices can only be entered for VPA covered employees. Cardinal will not allow the user to enter a written notice for a non-VPA employee.

The Agency HR Administrator enters the written notice, along with the related details, which include the date of the offense, the nature of the offense, and any relevant Agency notes.

The expiration date of the written notice will default based on the group level. No manual updates will be made to this field.

Agency HR Administrators can view the written notices via the online page or by using custom reports and queries.

If there is a reversal or update to the disciplinary action, Agency HR Administrators will have the ability to update as required on Disciplinary Actions page. However, DHRM involvement is still required to modify the employee's Job Data Record and reverse the disciplinary action. This will require a Help Desk ticket to be created.

Agency HR Administrators will have display only access to Disciplinary Actions entered by other Agencies for their active employees.

Entering and Maintaining Disciplinary Actions

Cardinal Disciplinary Action Overview

- The Disciplinary Action pages are used to record and track written notices and disciplinary actions.
- Actions that change an employee's job classification or compensation require updates to the employee's Job Record (e.g., demotions, pay reductions, terminations).
- Agencies may delete written notices and related disciplinary actions directly in Cardinal (Help Desk ticket required).
- Written notices can be entered **only** for VPA-covered employees; Cardinal prevents entry for non-VPA employees.

Agency HR Administrator Responsibilities

- Enter written notices with offense date, offense details, and relevant Agency notes.
- Written notice expiration dates auto-default based on group level and cannot be manually changed.
- View written notices via online pages, custom reports, and queries.
- Update disciplinary actions when reversals or changes occur.
- Request DHRM assistance (via Help Desk ticket) for any Job Data Record modifications related to disciplinary actions.

Access Permissions

- Agency HR Administrators have display-only access to disciplinary actions entered by other Agencies for their active employees.

Types of Disciplinary Actions

After a written notice has been entered, the Agency will record the disciplinary actions associated with the written notice.

Navigation: **NavBar > Menu > Workforce Administration > Labor Administration > Record Disciplinary Actions**

The types of **Disciplinary Actions** include:

- Disciplinary Pay Reduction (must accompany a Disciplinary Lateral Transfer and Demotion)
- XFR Invol Demotion Discipline
- Lateral Disciplinary XFR
- No Disciplinary Action
- Suspension
- Term– Involuntary (Violation of Standards of Conduct)

After recording this information on the **Disciplinary Actions** page, the employee's Job Data is updated by adding a new row to process the disciplinary action.

JOB AID REFERENCE

HR351 Entering and Maintaining Disciplinary Actions

Entering and Maintaining Performance Rating

The Department of Human Resource Management (DHRM) maintains annual performance cycles and cycle effective dates. DHRM also communicates the applicable open/closed dates through normal business processes.

Performance Ratings are collected annually and entered for all VPA employees using six possible ratings:

- "X" – Extraordinary
- "H" – Highly Successful
- "S" – Successful
- "P" – Partially Successful
- "U" – Unsuccessful
- "L" – Employee on Leave or Not Rated

Navigation: **NavBar > Menu > Workforce Development > Performance Management > Performance Rating**

JOB AID REFERENCE

HR351 Performance Ratings

Lesson Summary

16 Managing Additional HR Data for VPA Covered Employees

In this lesson, you learned:

- How to Enter and Maintain Disciplinary Actions
- How to Enter and Maintain Performance Ratings

Course Summary

HR351 HCM Cardinal Employee Data Setup and Maintenance

In this course, you learned:

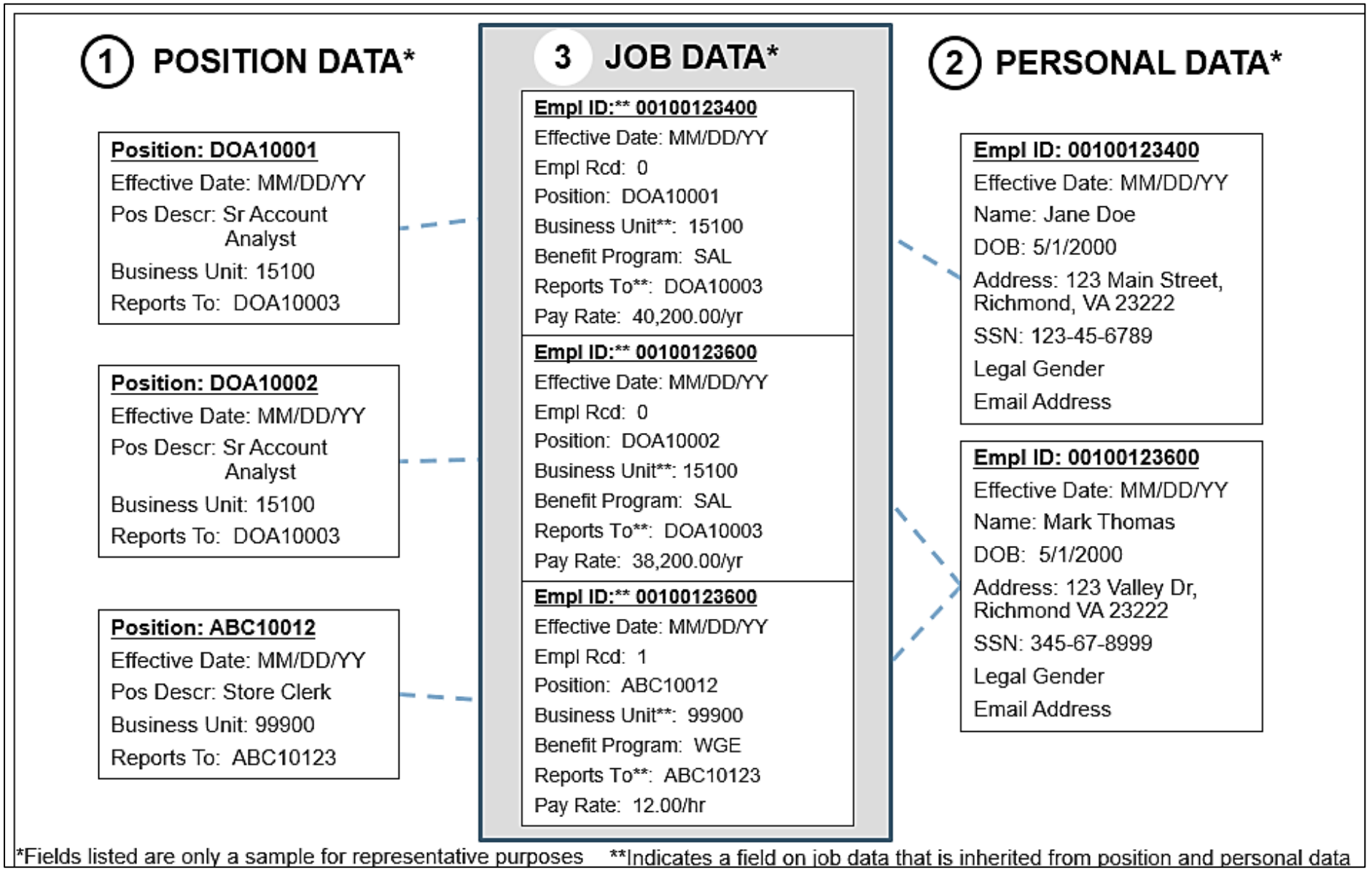
- The Relationship between Position Data, Personal Data, and Job Data
- How to Add, Clone, and Maintain a Position
- How to Hire an Employee Online
- How to Enter Job Data Updates
- How to Enter Additional Pay Information
- How to Enter and Maintain Rewards and Recognition
- How to Access the HCM Human Resources Reports Catalog
- How to Run Reports and Queries
- How to Enter and Maintain Disciplinary Actions and Performance Ratings


THANK
YOU!

Appendix

- HCM Data Relationships
- How to Open a Cardinal Help Desk Ticket

HCM Data Relationships



Opening a Cardinal Help Desk Ticket

The Cardinal Post-Production Support (PPS) team is always available to help if you encounter an issue that cannot be resolved at your Agency/locality or by using training materials.

When opening a Cardinal Help Desk ticket through the VCCC (VCCC@vita.virginia.gov), here are some tips that will help resolve your issue faster:

- Use “CARDINAL” in the subject line and add the functional area, if known (e.g., Cardinal – HR, Cardinal – BN, etc.)
- Be sure to include your contact information, including an email address and phone number where you can be reached.
- Details, details, details! Information such as the module, you’re using (HR, Payroll, Benefits, etc.), the screen/page/tab you are viewing, the actions you are attempting to perform, and screen shots of error messages are all important.
- Sending screenshots? Attaching screenshots is a great way for the PPS team to see what is happening. However, DO NOT include the employee’s personal information on those screenshots. Make sure sensitive data not relevant to the issue is blurred or cropped out.
- DO NOT send “encrypted” emails (e.g., Virtu) to VCCC (VCCC@vita.virginia.gov) for ticket creation. You should not include protected personal information (SSN, Birthdate, address) when you submit a ticket. When this type of information is required for the issue to be resolved, please send a separate email to the respective Cardinal PPS Team email account using Virtu so that the PPS Team member who works on the issue can open the protected email.