



Cardinal Upgrade – Quick Reference

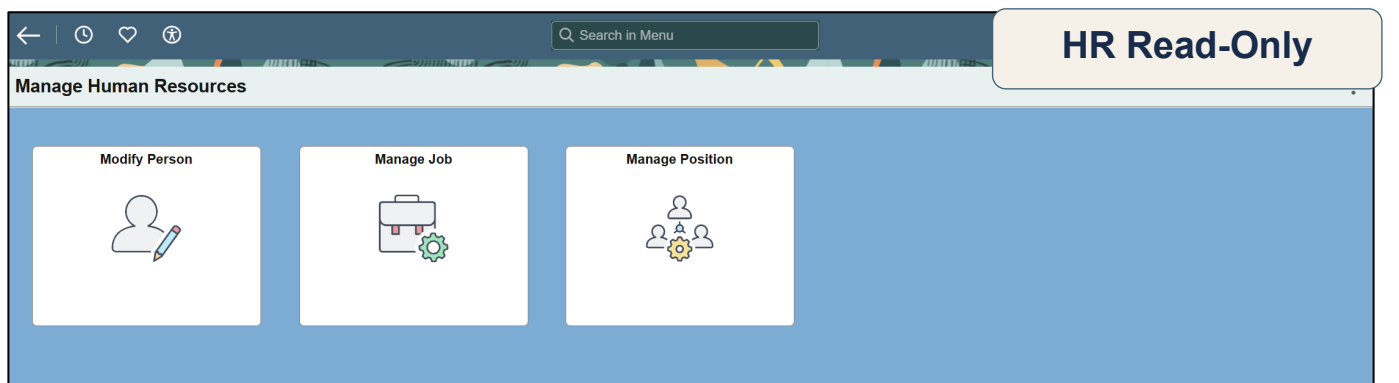
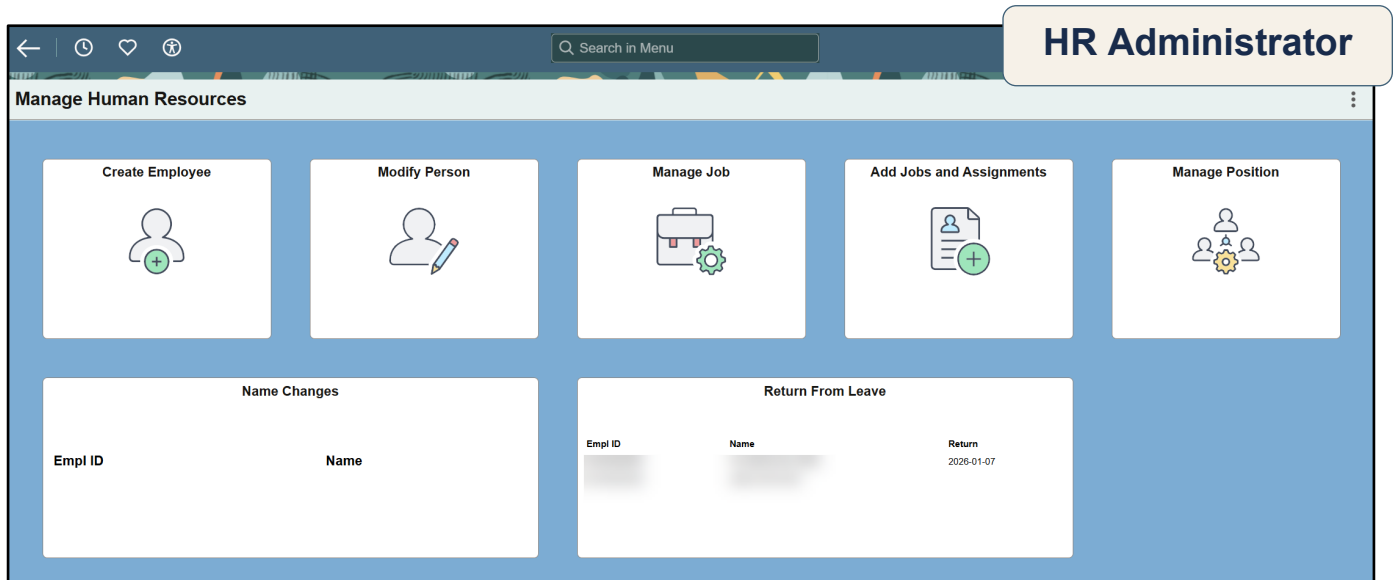
Human Resources Enhancements

The Cardinal Upgrade introduces a new way to access core Human Resources (HR) functions. The new Manage Human Resources tile provides a centralized starting point for common HR tasks and replaces several previously used NavBar navigation paths. In addition to these navigational changes, the pages dedicated to job data and personal data have been redesigned to provide a more modern and user-friendly experience.

New Manage Human Resources Tile



The **Manage Human Resources** tile is available to users with the HR Administrator (V_HR_ADMINISTRATOR) or the HR Read-Only (V_HR_RO) role. Select the tile from the HCM Homepage to access the HR functions available to you.



Functions Available in the Manage Human Resources Tile

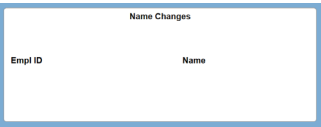
The HR functions below will be accessed through the Manage Human Resources tile, which replaces the NavBar navigation paths.

New Tile	HR Administrators (Full Access)	HR Read-Only (View Only)	Previous Navigation
 Modify Person	Update Personal Data	View Personal Data	NavBar > Menu > Workforce Administration > Personal Information > Modify a Person
 Manage Job	Update Job Data	View Job Data	NavBar > Menu > Workforce Administration > Job Data
 Manage Position	Update Position Data	View Position Data	NavBar > Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Manage Position
 Create Employee	Hire/Rehire Employees	No Access	NavBar > Menu > Workforce Administration > Personal Information > Add a Person
 Add Jobs and Assignments	Add secondary roles to existing employees	No Access	NavBar > Menu > Workforce Administration > Job Data > Add Employment Instance & Add Additional Assignment



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New Tile	HR Administrators (Full Access)	HR Read-Only (View Only)	Previous Navigation
 Name Changes	Notification of approved name changes for employees with active jobs in another agency	No Access	Cardinal HCM Homepage
 Return From Leave	Displays employees who are on leave and are approaching their expected return date	No Access	Cardinal HCM Homepage

Changes to Job Data

The **Manage Job** tile replaces the previous navigation to the Job Data page and introduces two key changes: a new **Job Actions Summary** page and a modernized single-page layout for the **Job Details** page.

Manage Job tile – Job Actions Summary page

The **Manage Job** tile uses the same search functionality as the pre-upgrade Job Data page. After selecting an employee, the new **Job Actions Summary** page displays the employee's most current effective-dated job row. Select "Include History" to display all the employee's effective-dated job rows.

To access the **Job Details** page, click the **View Job Details** icon () to the right of the effective-dated row.

Updated! HR Administrators will use the new **Create Job Action** button instead of the Add Row button when initiating a job action.



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Manage Job tile – Job Details page

The **Job Details** page has been redesigned as a single-page layout. Information is organized into sections that can be expanded or collapsed, making it easier to view and update employee information.

Hint: Click the **Expand All** button to display all section details at once.

Job Details	
Apple Pie 0 Health Compliance Off Senior 18100 DEPT OF LABOR AND INDUSTRY Active	
Effective Date 06/15/2026 Sequence 0	Action Data Change Reason Data Change
Expand All << < 1 of 1 > >>	
> Work Location	
> Job Information	
> Salary and Compensation	
> Payroll	
> Employment Data	
> Benefit Program	
> Validate	
> Summary	

Improved! Employment Data and Benefit Program Participation are now included on the Job Details page, eliminating the need to navigate through separate links.

Manage Job tile – Create Job Action page

HR Administrators: When creating a job action, the new page provides a guided entry experience. The left-side panel outlines each section and tracks your progress, while the right-side panel provides quick links to related pages.

Data Change - Data Change		
Apple Pie 0 Health Compliance Off Senior 18100 DEPT OF LABOR AND INDUSTRY Active		
Next >		
Work Location ● Visited Job Information ○ Not Started Salary and Compensation ○ Not Started Payroll ○ Not Started Employment Data ○ Not Started Benefit Program ○ Not Started Validate ○ Not Started Summary ○ Not Started	Work Location Effective Date 08/18/2026 HR Status Active *Job Indicator Primary Job Position Number DLI00022 Health Compliance Off Senior Position Entry Date 10/10/2017 Regulatory Region USA United States Business Unit 18100 Dept of Labor and Industry Department 18100 DEPT OF LABOR AND INDUSTRY Location NORF NORFOLK REGIONAL OFFICE Date Created 08/18/2026 Effective Sequence 0 Payroll Status Active Override Details Position Managed Record No Company DLI Dept of Labor and Industry Department Entry Date 10/10/2017 Establishment ID DOLI Dept of Labor and Industry	Related Information Reference Links Maintain Teleworkers View Job Details



Changes to Personal Data

The **Modify Person** tile replaces the previous navigation path to the Modify a Person page. The page has been redesigned as a single-page layout with left-side navigation, making it easier to move between sections of the employee record.

✕ Exit

Miss Piggy Lee

noemail@virginia.gov

1

Person Data

2

Summary

Next >

Person Details

Contact Information

Regional

VA Person Info

Validation

Step 1 of 2: Person Data

Person Details

Names

+

Format Type	Effective Date	Display Name	Formal Name
English	06/01/2026	Miss Piggy Lee	Miss Pigathia Lee

CURRENT

Personal Information

*Date of Birth

06/14/1974

Years 52 Months 2

Birth Country

USA

United States

Birth Location

Tampa

Date of Death

Birth State

FL

Florida

Exclude Contact Information?

Biographical Details

+

Effective Date	Gender	Highest Education Level	Marital Status
06/01/2026	Unknown	Not Indicated	Unknown

CURRENT

Rev 8/27/2026

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