

VA Person Information Overview

This job aid explains how to access and update the VA Person Info page. An overview of the fields available on this page follow:

Power of Attorney - The Power of Attorney field is used to document the individual’s name who has active power of attorney for an individual employee. This designee can make decisions on behalf of the employee

Linked Participant EmplID

Linked Participant EmplID is populated by the HR Admin. The Linked Participant ID is used to Link Employees and Dependents who have a HEALTH Link

Scenario 1 - John is a Retiree and he has a dependent Jane. John and Jane are both on COVA Basic Plan with dual coverage. John turns 65 and is not on a Medicare plan. Jane is hired into a psuedo VRS job as a linked spouse and she remains on COVA Basic plan with single coverage. John's Linked ID has Jane's New EMPLID in it. Jane's Linked ID has John's original ID in it, linking them

Scenario 2 - John is a Retiree and he has a dependent Jane. John passes away. At the time of John’s death, John and Jane were on COVA Basic Plan. Jane is then entered in Cardinal as a Surviving Spouse and her Linked Participant EMPLID is populated with John’s original EMPLID. Jane then gets a full-time position with the commonwealth. She would be assigned her own employee record

Preferred Pronoun – The employee will have the opportunity to make this self-identification using Self Service. Once employee self -identification is complete the desired value will populate in this field. The HR Administrator can update when proper documentation is received from the employee requesting the change. Valid values include: He/Him; She/Her; They/Them

Preferred Gender – The employee will have the opportunity to make this self-identification using Self Service. Once employee self -identification is complete the desired value will populate in this field. The HR Administrator can update when proper documentation is received from the employee requesting the change. Valid values include: Female; Male; Non-Binary

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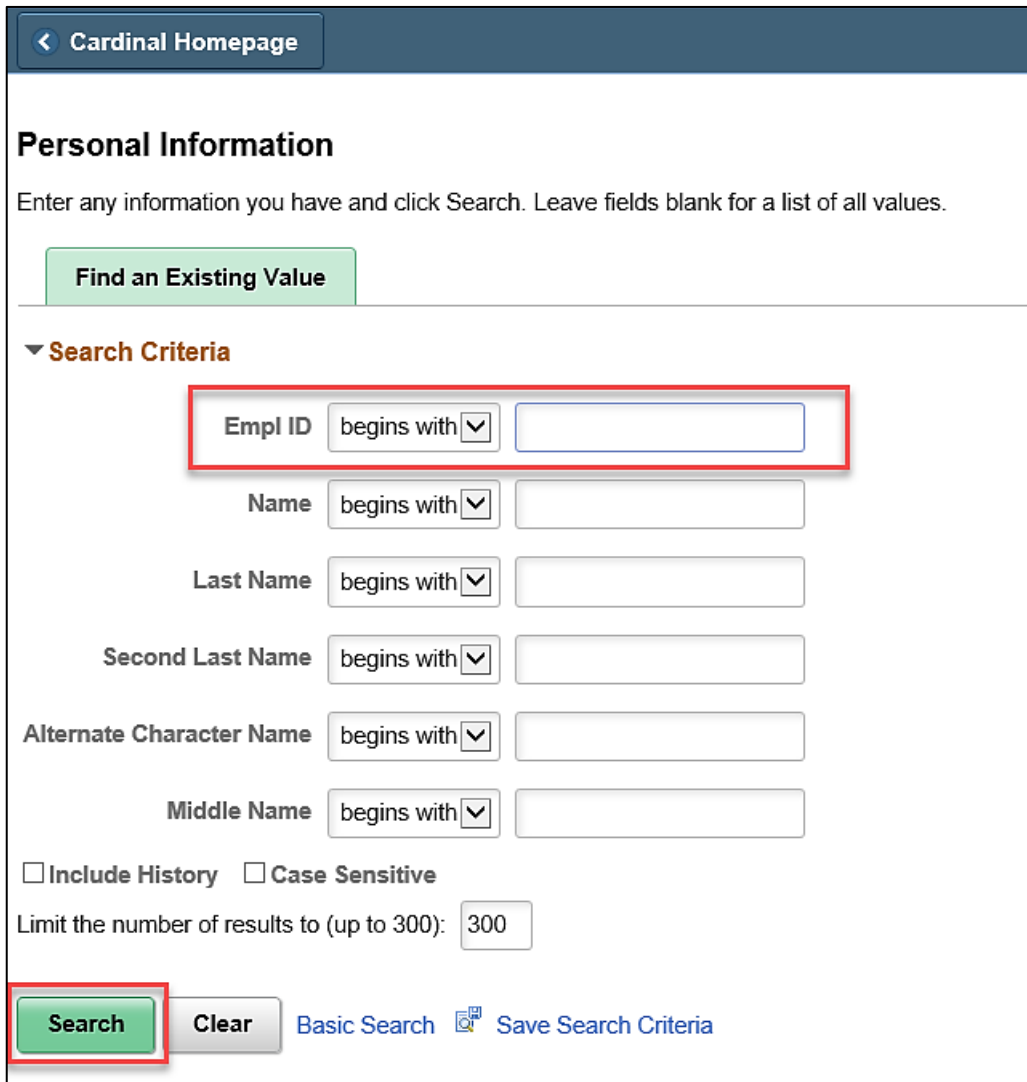
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VA Person Information

1. Navigate to the **Personal Information** page using the following path:

Navigator > Workforce Administration > Personal Information > Modify a Person

The **Personal Information Search** page will display.



Personal Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID begins with

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

Include History Case Sensitive

Limit the number of results to (up to 300):

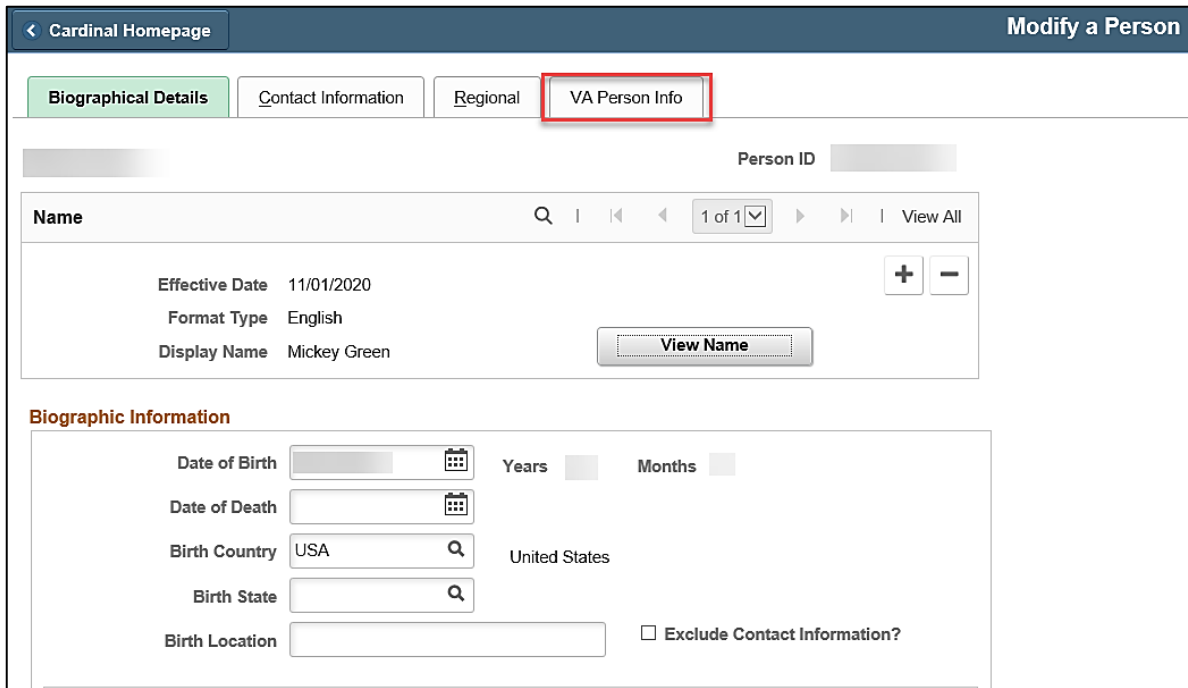
Search Clear Basic Search Save Search Criteria

2. Click on **Clear** to remove any values in the search criteria.

3. In the **Employee ID field** enter the **Employee 's ID**

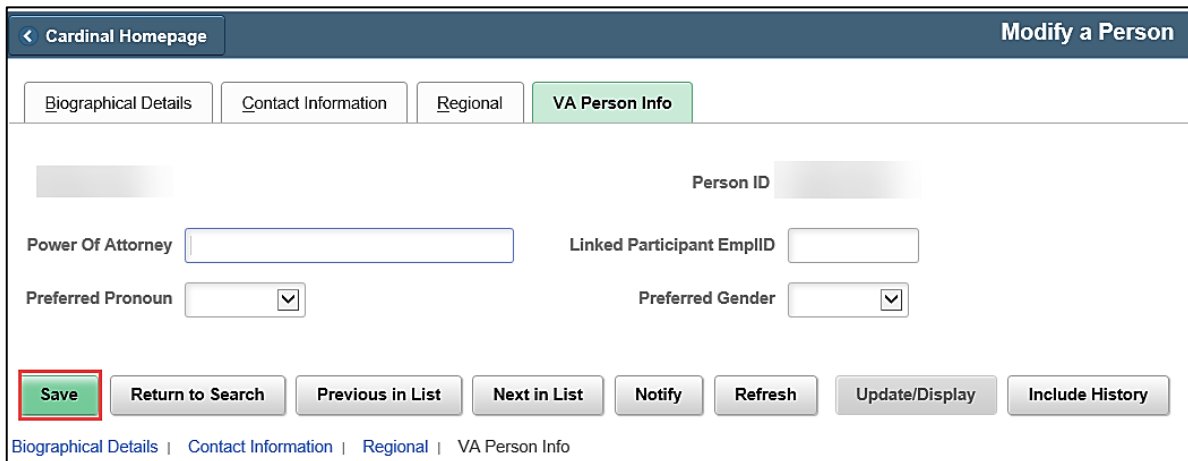
4. Click **Search**.

The **Personal Information** page is displayed.



5. Click on the **VA Person Info** tab

The **VA Person Info** tab is displayed.



Note: Make the required updates to the fields on this page.

6. After completing all updates click **Save**.

Note: This page is not effective dated. There is not a field for effective date or a way to insert a row. The user will simply make the change to the necessary field and save the record.