Commonwealth of Virginia

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Cardinal HCM R3 Deployment: Agency Pre-Go-Live Upload Processing

1 message

Cardinal HCM Interface, rr <cardinalhcminterface@doa.virginia.gov> Wed, Sep 14, 2022 at 5:01 PM
To: rr Cardinal HCM Interface <cardinalhcminterface@doa.virginia.gov>

This communication is being sent to Primary Contacts and Technical Contacts for Release 3 interfacing agencies that selected one or more upload interfaces. Please forward to others within your agency, as necessary.

Cardinal

What:
Agency Pre Go-Live Upload Processing

Who:
Cardinal HCM Release 3 Interfacing agencies that selected one or more upload interface files.

Why:
Due to the short timeframe between the first regularly scheduled Cardinal HCM batch processing run (evening of Monday, October 3, 2022) and the first payrolls to be paid out of Cardinal HCM, the successful upload of interface data to Cardinal HCM Production will be critical to ensure the accurate and timely pay for employees. In an effort to provide agencies with as much time as possible to resolve errors, Cardinal will process agency upload files in advance of the first regularly scheduled nightly Cardinal HCM batch.

How:
Agencies will need to provide Production upload files (both HR and TA, as applicable) per the schedule outlined in the table below. These files should contain Production data (not test data). Depending on the level of errors encountered, Cardinal may reach out to the agency Primary Contact and Technical Contact for a meeting to discuss the errors during the Cardinal processing window (Thursday, September 29, 2022, to Saturday, October 1, 2022). Please keep in mind, TA756 Agency Time Entry Upload files related to pay on October 7, 2022 MUST be in the Production HCM_Inbound folder by Thursday, September 29 by 10 p.m. in order to meet payroll deadlines.

Step #	Category	Responsible Entity	Due Date	Activity Description
1	Trial TA756 Production File Processing in Cardinal Test Environment	Agency (if agency selected the TA756 Upload)	Thursday, 9/29, by 10:00 p.m.	Agency posts production TA756 Time Entry Upload file(s) to their **Production** HCM_Inbound folder. Please keep in mind, TA756 files related to the pay on October 7th **MUST** be in the Production HCM_Inbound folder by this due date in order to meet payroll deadlines. Note – Cardinal is excluding HR uploads from the Trial run to focus on the Time Entry Upload. This may lead to errors in the Time Entry Upload Trial run that would upload successfully in Production after HR upload files are processed.
2	Trial TA756 Production File Processing in Cardinal Test Environment	Cardinal	Friday, 9/30, by 7:00 a.m.	Cardinal processes the TA756 file(s) in a **test** environment with final converted Production data and provides the trial upload error report to the agency on CN SharePoint. This data is **not** saved in Production for this run. Note - Cardinal will **not** remove the file from the agency Production HCM_Inbound folder. Cardinal will manually pull a copy of the file for processing in the test environment.
3	Trial TA756 Production File Processing in Cardinal Test Environment	Agency (if agency selected the TA756 Upload)	Friday, 9/30, by 5:00 p.m.	Agency reviews the TA756 error report from the Cardinal HCM **test** environment and either: 1) Removes the previous file from the Production HCM_Inbound folder and transfers a corrected file for Production processing, or 2) Leaves the file as-is in the Production HCM_Inbound folder for Cardinal HCM Production processing.
4	Production HR Upload Processing (Pre Deploy)	Agency (if agency selected HR Uploads)	Friday, 9/30, by 5:00 p.m.	Agency posts production HR003 Employee Data Upload and HR006 Position Data Upload file(s) to their HCM_Inbound folder on the Cardinal HCM **Production** file server.
5	Production HR/TA Upload Processing (Pre Deploy)	Cardinal	Saturday, 10/1	Cardinal processes all agency upload files in Cardinal HCM **Production** that are posted to the agency's Production HCM_Inbound folder. Cardinal removes the files from the HCM_Inbound folder after the files

				are processed and posts the upload error reports to the agency's Production HCM_Outbound folder.
6	Scheduled Nightly Production Batch	Agency	Monday, 10/3, by 6:00 p.m. Monday, 10/3, by 11:00 p.m.	Agency posts any HR upload file(s) for Cardinal processing in the first scheduled Cardinal nightly batch. Agency posts any TA upload file(s) for Cardinal processing in the first scheduled Cardinal nightly batch.
7	Scheduled Nightly Production Batch	Cardinal	Tuesday, 10/4, by 7:00 a.m.	Cardinal processes all agency upload files in Cardinal HCM **Production** that are posted to the agency's Production HCM_Inbound folder. Cardinal transfers the upload error reports and extract files (per agency interface selection) to the agency's Production HCM_Outbound folder. Nightly batch continues Tuesday evening, 10/4, and so on.

Reminder:
HR data will be converted with an effective date of one day prior to the Pay Period Start Date of the first payroll the employee will be paid out of Cardinal HCM. Please keep this in mind in order to avoid effective date errors in HR upload files.

Paygroup	First Cardinal Payroll	HR Conversion Row Effective Date
SM1	9/25/2022 - 10/9/2022	9/24/2022
SM2	10/1/2022 - 10/15/2022	9/30/2022
SL1	9/25/2022 - 10/9/2022	9/24/2022
SL2	10/1/2022 - 10/15/2022	9/30/2022
BW1	9/11/2022 - 9/24/2022	9/10/2022
BW2	9/12/2022 - 9/25/2022	9/11/2022
BW3	9/9/2022 - 9/22/2022	9/8/2022
BW4	9/14/2022 - 9/27/2022	9/13/2022
MTH	10/1/2022 - 10/31/2022	9/30/2022

Please email the Cardinal HCM Interface team at CardinalHCMInterface@doa.virginia.gov with any questions you have regarding this communication. Include the parent agency business unit in the subject line and copy your Agency Readiness Liaison.

Regards,
The Cardinal HCM Interface Team