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Cardinal HCM – Impeccable tips for HR, BN, and TL Admins
1 message

The Cardinal Project <cardinal-comms@public.govdelivery.com>   Tue, Oct 25, 2022 at 9:27 AM
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The Cardinal Newsletter - October 25, 2022

This newsletter is being sent to HR Administrators, HBO HR Administrators, Benefits Administrators, and Time & Labor Administrators.

Employee Timesheet Access: Eligibility Config 3 Field

Has your agency hired a new employee who will need to enter and modify their own timesheet? The field for this, Eligibility Configuration 3 (represented as "Elig Fld 3"), is found on the Benefits Program Participation Page, and is an important indicator for processing Time & Attendance. The Eligibility Configuration 3 field should be completed as follows:

- **Y = Yes** if the employee needs access to enter and modify their own timesheet in Cardinal.
- **N = No** if a Timekeeper will always enter the employee's time, or if the employee's time is interfaced to Cardinal from your agency timekeeping system.
  Note: If the field is set to N or blank, the employee will have view-only access to their timesheet. Agencies that do not use Cardinal for Payroll should leave this field blank.

Navigation: Workforce Administration > Job Information > Job Data

For further information about the use of each Eligibility Configuration field, as well as valid values, see the Job Aid titled BN361_Overview of Eligibility Configuration Fields. This excel document is located on the **Cardinal Website > Learning > Job Aids**.

Inter-Agency Transfers

All employees who are transferring from one agency to another must be terminated (Action = TER, Reason = Transfer Out) from their sending agency, **prior** to being hired into their receiving agency. The receiving agency must confirm that the sending agency has processed the Termination before they hire the employee into a new employment instance (i.e., employee record) using the Hire action, Transfer In (XX) reason. When these transactions are processed out of sync, **the employee's health benefits will be interrupted**. Please follow the HR351 Managing Inter-Agency Transfer Job Aid for more information.

If the Transfer In must be keyed prior to the Transfer Out in order to pay the employee by the appropriate deadline, please submit a help desk ticket to vccc@vita.virginia.gov, so the Cardinal Team can take action to prevent interrupted health coverage. Include "**Cardinal BN**" in the subject line with a brief summary for routing. In the body of the email, provide detailed information about your issue (i.e., functional area, page, actions, error). Be sure to include your name, email address, and a phone number where you can be reached.

Cardinal Job Aids

Cardinal HCM Job Aids are updated regularly to make sure you have to best and newest information. Remember to check out the **Cardinal Website > Learning > Job Aids** when referencing a job aid to be sure you have the latest version.

A Note from the Cardinal Project Team...

Attention: Please do not delete, block, unsubscribe, or tag this email as spam. There is important Cardinal HCM information in this newsletter that you won't want to miss.

To learn more about the Cardinal HCM Project, please visit our website at https://www.cardinalproject.virginia.gov/.

If you have any questions concerning the contents of this communication, please send an email to projectcardinal@doa.virginia.gov.

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