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**To:** Cardinal Project <ProjectCardinal@doa.virginia.gov>

**Subject:** Cardinal HCM: Updated HR Queries and New HR Job Aid



## The Cardinal Newsletter - February 21, 2023

This newsletter is being sent to all HR Directors, HR Administrators, HR Read-Only, and Payroll Budget Processors for applicable agencies.

### Valid Position/Job Data Combinations

A new excel document has been created to ensure you are entering position and job data fields correctly. The **HR351 Employee Class Overview**, an excel document, can be accessed [here](#) or on the [Cardinal Website > Learning > Job Aids](#).

This document will support your selection of appropriate position and job data combinations and allow you to enter accurate data for critical HR set up fields. When these fields are correct, they populate Salary Plan appropriately and allow the payroll distribution to be accurate. Generally, certain data should always match on Position and Job Data, for example:

- **Classified** employees should have:
  - Positions with Job Codes in the 10000 – 79999 ranges and VPA (Virginia Personnel Act) = Yes
  - Jobs with Employee Class = “Classified” (CLS)
- **Adjunct Faculty** employees should have:
  - Positions with Job Codes always beginning with W, in the W10000 – W89999 ranges, and VPA = No
  - Jobs with Employee Class = “Adjunct Faculty” (FAC)
- **Other Non-Classified** employees are those in independent and non-executive branch agencies that are not At-Will or appointed officials. These employees should have:
  - Job Code ranges:
    - 90000 – 99999 for executive branch agencies
    - Non-executive branch agencies may use COVA99
  - Positions are always marked as VPA = No
- Jobs with Employee Class = Other Non-Classified (ONC)

Use this new document in conjunction with the Job Data query to review the data already in Cardinal and make corrections when necessary.

## HR Query Updates!

The **Position Default Funding Query** (V\_HR\_POSN\_DFLT\_EMPL\_DATA) was updated to return only the current row and only returns duplicate rows when there is split funding. Two additional columns were also added:

- Fiscal Year - to identify the budget year
- Budget Level = Position or Department level funding

This change should assist the Budget Processors with setting up the correct position default funding when updating positions' departments. Agencies that rely on Position level funding should use this query to determine where Department level funding is being applied and make necessary corrections so that payroll distributions are accurate.

The **Position Data Information Query** (V\_HR\_POSITION\_DATA) is a useful tool for analyzing position data regularly to identify corrections that need to be made. We have added the following fields:

- Position Status field – provides status of A = Active or I = Inactive  
Note: Inactive positions can be changed to Active status and re-used in Cardinal.
- Supervisor Lvl – indicates the incumbents level: M = Manager, S = Supervisor, F = Faculty, E = Employee
- Drug Program – used by some agencies to track drug testing required: Y = Yes, N = No
- Position Vacate Date – Effective date that position was last vacated

The **Job Data Query/Query to Report Job Info** (V\_HR\_JOB\_QUERY) is a valuable tool for HR Administrators to use when analyzing job and position data. We have added two fields and changed the label on one field:

- Service Date Field – changed label and data to generate Agency Start Date
- Position Entry Date – added field to provide the date that the incumbent started working in that position
- Job Code Entry Date – added field to provide the date that the incumbent started in their current Job Code

All of the data fields highlighted in the section above, as well as salary plan, pay group, Employee Type, and most current Job Transaction effective date, Action, Action Reason, and many more. Use the Excel output format for easy sorting/filtering. This query should be used regularly to analyze your data and identify corrections that need to be made.

For more information about running a query in Cardinal, see the job aid [NAV225 Running an HCM Query](#)

## 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](mailto:projectcardinal@doa.virginia.gov).



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