

Cardinal HCM Telework Enhancements Now Live

The Cardinal Project <cardinal-comms@public.govdelivery.com>

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

This communication is being sent to all HR Directors, HR Administrators, and all Technical and Functional Interface Contacts at agencies with HR interfaces.



The Cardinal HCM Telework enhancements are now available and ready **for you to take action**.

Please review the timeline below and **do not miss** the Maintain Teleworkers forum, as we will walk through the necessary steps you need to take and answer questions.

- Wednesday, February 8, 1:00 p.m. - 3:00 p.m. - Maintain Teleworkers Forum
- Tuesday, February 28:
 - **Deadline** for agencies to update the **Employee Eligible for Teleworking** field for active employees **and upload data** for all active telework agreements into Cardinal.
 - Maintain Teleworkers Summary Statistics Report available in Cardinal.

You **MUST** follow the guidance below, **in order**, for the three (3) steps needed to update your agency’s telework-related data in Cardinal HCM **by** Tuesday, February 28, 2023. Policy questions should reference the [DHRM Policy 1.61 Teleworking for information or email Policy@DHRM.Virginia.gov](#). Non-Executive branch agencies are exempt from this policy, but are required to complete Step 2 below, due to a change in values in the Employee Eligible for Telework (Previously Work Mode) field on the Employment Data page.

Action	Method	Details
<p>Step 1: Manage Position: Verify applicable Position Data – “Available for Telework” field is accurate for all filled positions.</p>		
		<p>No changes have been made to the Available for Telework field, however; you should verify this data. You will not be able to upload/add Telework Agreement data for anyone in a position where Available for Telework = N (No).</p> <p>Run the V_HR_POSITION_MASS_DATA_CHANGE query to review this data. Follow the HR351_Managing Employee Telework Data job aid for updating positions if the Available for Telework field is incorrect.</p> <p>Note: Position Data – Available for Telework field specifically refers to whether the duties of a position can be performed in a remote capacity. This should be differentiated from the Employee Eligible for Telework field which designates whether the individual is eligible for telework.</p>
<p>Step 2: Job Data – Employment Data Page: Update the “Employee Eligible for Telework” field (previously “Work Mode”), as required, to ensure all active employees have one of the three new valid values.</p>		

	<p>Option 1: Manual Entry (Less than 50 people to update? This option is the quickest/easiest)</p>	<p>Use the HR351_Managing_Employee_Telework_Data job aid to manually key into Job Data/Employment by inserting a row into Job:</p> <ul style="list-style-type: none"> • Effective Date = Current Date • Action/Reason = Data Change/Data Change • Employee Eligible for Telework = One of the three valid values: <ul style="list-style-type: none"> ◦ Employee Eligible to Telework ◦ Employee Inelig to Telework, or ◦ Mobile Worker
	<p>Option 2: Mass Upload</p>	<p>HR413 – Job Data Mass Upload – Follow the detailed instructions on a new tab (Special Telework Instructions) for completing and submitting a Job Data mass upload file to DHRM. The “Employee Eligible for Telework” field has been added to this mass upload. Ensure you are using the new instructions and updated mass upload.</p>
	<p>Option 3: Only Interfacing Agencies</p>	<p>HR003 – Employee Data Update Interface – Interfacing agencies should send a Job change row with the DTA/DTA Action/Action Reason sending the appropriate “Employee Eligible for Telework” (technical field name remains V_EMP_WORK_MODE) value for any that need to be updated.</p>
<p>Step 3: Maintain Teleworkers Page: Upload data for all approved and active Teleworker Agreements.</p>		
	<p>Option 1: Manual Entry (Less than 50 people to update? This option is the quickest/easiest)</p>	<p>Manually key the Telework Agreement data for all approved and active telework agreements. Use the HR351_Managing_Employee_Telework_Data job aid.</p>
	<p>Option 2: HR520 – Teleworker Mass Upload</p>	<p>HR520 – Teleworker Mass Upload – This new mass upload will load your Telework Agreement data. Follow the detailed instructions on the Instructions tab for completing the template. Before attempting to run the mass upload, review the Performing a Mass Upload job aid to ensure you understand how to use an upload in HCM since these were not covered during training. Do NOT submit this upload file to DHRM.</p>

These are massive changes, don’t go it alone! Use the instructions and job aids provided! It is better to log a ticket and ask for assistance than to submit or load incorrect data, but please use the support materials provided!

Telework Support Materials:

Title	Description	Additional Guidance
HR351_Managing Employee Telework Data job aid	New job aid to support the teleworking process	
Performing a Mass Upload job aid	Updated to include the new HR520 Maintain Teleworkers Mass Upload	
HR413 Job Data Mass Upload Template	Employee Eligible for Telework field has been added to this template	Use the new Special Telework Instructions tab. Must be submitted to DHRM!
HR520 Maintain Teleworkers Mass Upload Template	A new mass upload program and template available for agencies to upload their own approved Telework Agreement data. Should NOT be submitted to DHRM.	Do NOT submit to DHRM! Use the instructions tab AND the Performing a Mass Upload job aid to upload correctly
V_HR_JOB_MASS_DATA_CHANGE Query	Employee Eligible for Telework field has been added to this query	Navigation: Main Menu > Reporting Tools > Query > Query Viewer
V_HR_POSITION_MASS_DATA_CHANGE Query	While there are no changes to this query, it can be used to verify that your position data in Cardinal.	Navigation: Main Menu > Reporting Tools > Query > Query Viewer
V_HR_TELEWORK_MASS_UPLOAD Query	A new Query to assist in populating the Maintain Teleworkers Mass Upload Template.	Navigation: Main Menu > Reporting Tools > Query > Query Viewer
Maintain Teleworkers Detailed Report	A new report for all the Teleworker-related data. This report provides HR Administrators (or those with HR Read-Only access) with a detailed listing of their active employees' teleworking details. This report can be run to list only employees with an active telework agreement.	Navigation: Main Menu > Workforce Administration > Job Information > Reports > Teleworkers Detailed Tip: Run with format = CSV to be able to open in Excel
Cardinal HCM Reports Catalog	Teleworkers Detail Report (RHR521)	
Job Data Changes Form (Agencies)	Multiple updates to capture recent changes to Cardinal field names and valid values.	Navigation: Cardinal Website > Resources > Forms
HR296 Employee Data Extract	For interfacing agencies, updated V_EMP_WORK_MODE valid values. 12/12/22 interface communication located here .	

HR003 Employee Data Upload	For interfacing agencies, updated V_EMP_WORK_MODE valid values. 12/12/22 interface communication located here	
Additional job aids updated for new Telework enhancements:	HR351_Completing a New Hire HR351_Completing a Rehire HR351_Impact of Breaks in Service Overview Managing an Inter-Agency Transfer HR351_Managing the Intra-Agency Transfer Process	

If you run into any trouble while completing any of the three steps, submit a help desk ticket to vccc@vita.virginia.gov and include “**Cardinal – HR Maintain Teleworkers ...**” in the subject line. In the email, provide detailed information about your issue. Be sure to include your name, email address, and a phone number where you can be reached.

Regards,

The Cardinal Team

This email was sent to projectcardinal@doa.virginia.gov using govDelivery Communications Cloud on behalf of: The Cardinal Project · 6800 Paragon Place, 3rd Floor · Richmond, VA 23230

