

What is Cardinal HCM?

Cardinal Human Capital Management (HCM) integrates human resources, health benefits, time and attendance, and payroll functions into one application. If you are a Commonwealth benefits eligible employee, you can make changes related to your health plan and flexible spending account (FSA) during the upcoming Open Enrollment (OE) period from **Monday, May 1, 2023 to Monday, May 15, 2023**.

How do I Access Cardinal HCM?

Access Cardinal by visiting my.cardinal.virginia.gov.

First time using Cardinal? Depending on your agency and the type of email address that is documented for you in Cardinal (personal vs. agency-provided), **you may be required** to register before you can log into Cardinal for the first time.

- **Not sure if you need to register?** Reference the [Cardinal Portal page](#) on the Cardinal website for guidance on **who** needs to register in Cardinal.
- **Need to register?** Don't go it alone, this is a complex, multi-step process. To succeed, follow the instructions in the [Cardinal Registration Quick Start Guide](#).

Important: Before you register, you'll need to know your:

- 11-digit Cardinal Employee ID - assigned in Cardinal upon hire and communicated to you by your agency HR/Benefits Administrator
- Primary Email Address - documented in Cardinal and communicated to you by your agency HR/Benefits Administrator

Can't remember your Cardinal password? Use the [Cardinal Portal page](#) on the Cardinal website for support! Once you are in, follow the directions below.

Cardinal's Quick Guide to Open Enrollment
Complete your OE elections using Cardinal HCM!

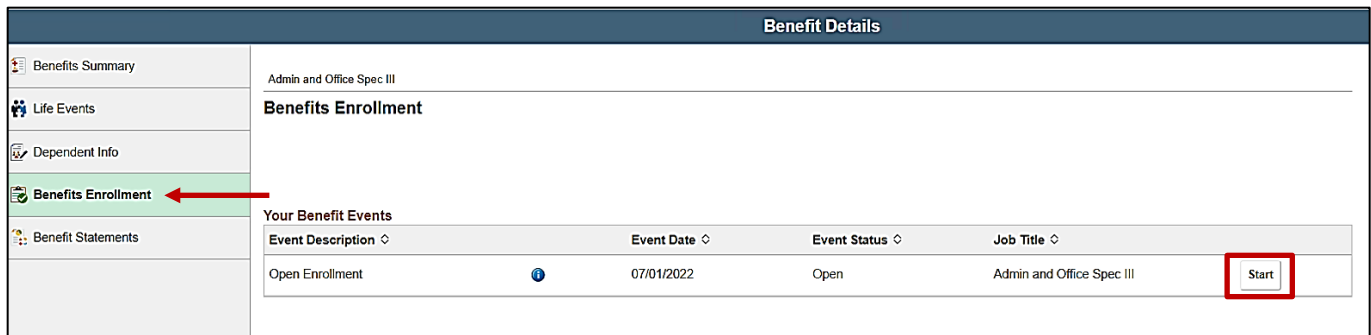
Starting **Monday, May 1 – Monday, May 15**, you may submit your OE elections in Cardinal, follow the step-by step directions below to complete your OE elections.

New to Cardinal? Use the directions under the [How do I Access Cardinal HCM](#) section above.

Prefer step-by-step instructions with pictures? For more detailed instructions on completing OE, refer to the [How to Make Open Enrollment Elections](#) job aid.

View Current Benefit Elections and Begin Open Enrollment Process

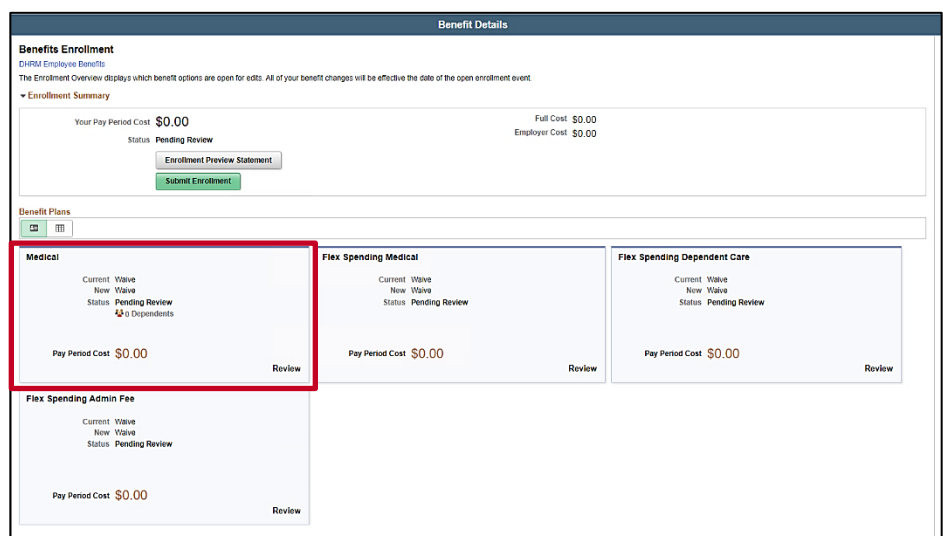
1. Access Cardinal by visiting <https://my.cardinal.virginia.gov>
2. Once in Cardinal, click on the **Human Capital Management (HCM)** link.
3. Click on the **Benefit Details** tile.
4. Click the **Benefits Enrollment** list item (left-hand side of the screen).
5. Click the Start (or Re-Elect) button to begin or update elections for this Open Enrollment event



Event Description	Event Date	Event Status	Job Title	
Open Enrollment	07/01/2022	Open	Admin and Office Spec III	Start

6. Click the **Medical** tile to begin the OE process.
7. Review your existing dependents covered under your health plan to determine if changes are needed.

If you do not need to add a dependent, [skip to Step 29.](#)



Medical

Current: Waive
 Now: Waive
 Status: Pending Review
 Dependents: 0 Dependents

Pay Period Cost: \$0.00 Review

Flex Spending Medical

Current: Waive
 Now: Waive
 Status: Pending Review

Pay Period Cost: \$0.00 Review

Flex Spending Dependent Care

Current: Waive
 Now: Waive
 Status: Pending Review

Pay Period Cost: \$0.00 Review

Flex Spending Admin Fee

Current: Waive
 Now: Waive
 Status: Pending Review

Pay Period Cost: \$0.00 Review

Add a Dependent

8. Click the **Add Dependent** button.
9. Click the **Add Individual** button.
10. Click the **Add Name** button.
11. Enter your dependent's name information.
12. Click the **Done** button.
13. Input your dependent's **Date of Birth** and **Gender**.
14. Select "Child" or "Spouse" in the **Relationship to Employee**.
15. Select your dependent's marital status using the **Marital Status** dropdown button.
16. The **Student** field defaults to "No". This field is not tracked in Cardinal nor transmitted to the Health Benefits Vendor.
17. The **Disabled** field defaults to "No" and cannot be changed.

Note: For questions, contact your agency Benefits Administrator.

18. The **Smoker** field defaults to "No". This field is not tracked in Cardinal nor transmitted to the Health Benefits Vendor.
19. If your dependent has the same address as you do, verify that the **Address** section is set to "Same as mine".

Note: If your dependent has a different address than you, edit accordingly.

20. Click the Add National ID button.
21. Complete the **Country**, **National ID Type**, and **National ID (SSN)** fields for the dependent. More than one National ID? See the [step-by-step job aid](#).
22. Click the **Done** button.
23. Skip the **Add Phone/Add Email** buttons, this information is not required for dependents.
24. Click the **Save** button in the top right-hand corner.

Note: If you don't have an SSN for your dependent, you can still save. However, your agency Benefits Administrator will reach out to obtain the SSN.

Do not miss your Open Enrollment deadline. When adding dependents to coverage, supporting documentation is required that provides proof of eligibility.

If you **do not** have the documentation, you **can still submit** your election request. Health care coverage will not be effective until approved documentation is received.

You have an additional 60-days from the end of the Open Enrollment period to submit the eligibility documents to your agency Benefits Administrator.

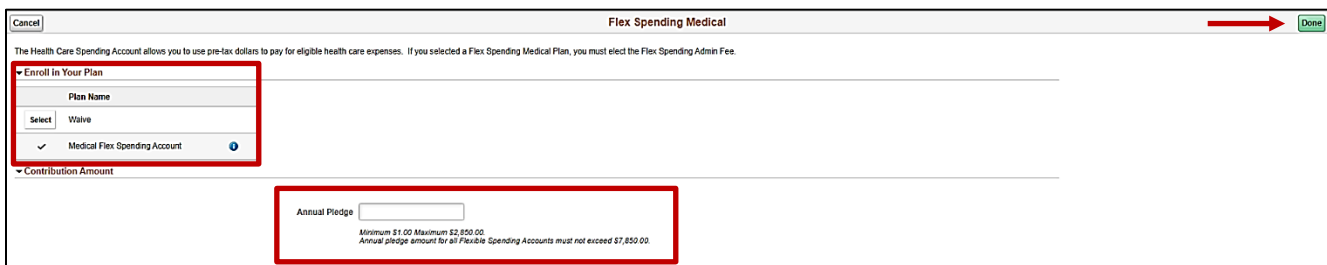
25. A **Saved Successfully** message displays in a pop-up window.
26. Click the **OK** button.
27. Repeat Steps 8 – 26 as required until all dependents are added.
28. After all dependents are added, click the **Close (X)** icon in the upper right-hand corner.

Select/Update Health Medical Plan

29. Under the **Enroll Your Dependents** section, choose the blue **Enroll** checkbox option for the appropriate dependent(s) **you want enrolled for the new plan year**.
Note: If you uncheck the dependent, you are removing that dependent from coverage.
30. Under the **Enroll in Your Plan** section, click the **Select** button to select the applicable Benefits Plan.
31. Click the **Done** button in the upper right-hand corner.
32. The **Medical** tile now displays the coverage selected, the number of dependents enrolled, the Pay Period Cost (or annual, depending on your agency), and the Status field updated to "Changed".

Select/Update Flexible Spending Accounts

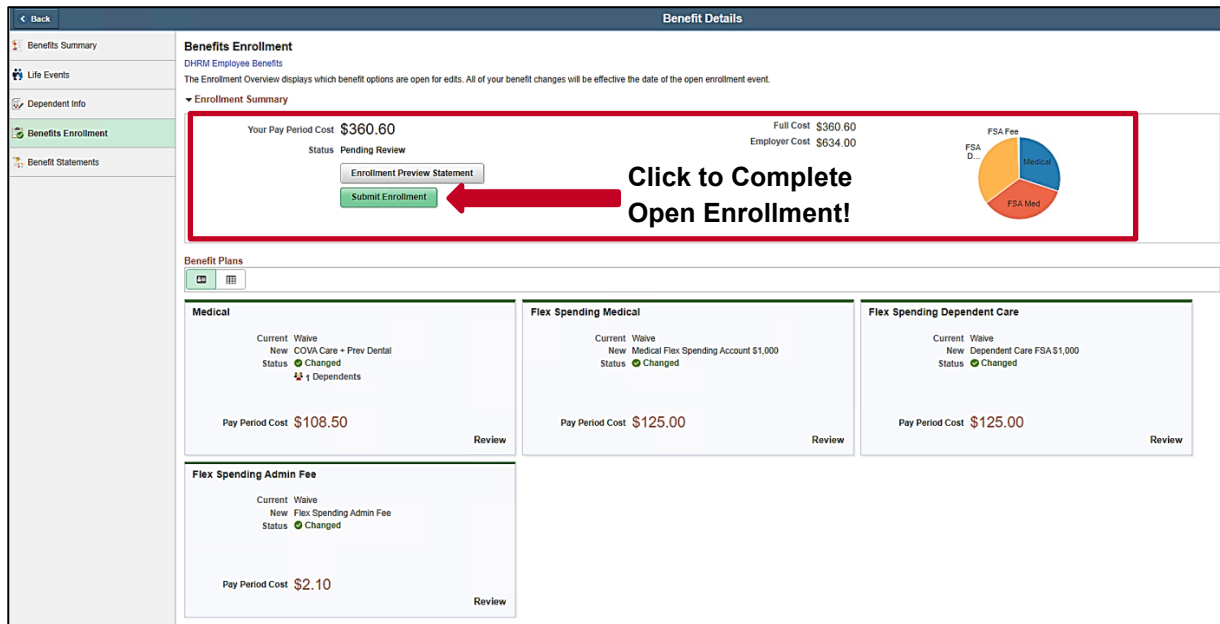
33. If you are not enrolling in a Flexible Spending Account (FSA), [skip to Step 36](#).
34. Flex Spending Medical and/or Flex Spending Dependent Care.
Note: If you use these plans, **you must re-elect each year!**
 - a. Click the Flex Spending Medical tile (or the Flex Spending Dependent Care tile).
 - b. Click the **Select** button to elect Medical Flex Spending (or Flex Spending Dependent Care).
 - c. Enter the amount in the **Annual Pledge** field. The amount entered must be the amount you want to come out of your pay for the **entire** plan year.
 - d. Click the **Done** button in the upper right-hand corner.



35. Skip the **Flex Spending Admin Fee** tile, this is automatically elected for anyone enrolling in an FSA.

FINAL STEP

36. Click the **Submit Enrollment** button to complete Open Enrollment! **This step must be completed to submit your open enrollment elections.**



The screenshot displays the 'Benefits Enrollment' page. At the top, it shows 'Your Pay Period Cost \$360.60' and 'Employer Cost \$634.00'. A red box highlights the 'Submit Enrollment' button, with a red arrow pointing to it and the text 'Click to Complete Open Enrollment!'. Below this, there are sections for 'Medical', 'Flex Spending Medical', 'Flex Spending Dependent Care', and 'Flex Spending Admin Fee', each with a 'Review' button.

You will receive an automated email from the Cardinal system overnight directing you to log into Cardinal to review your Confirmation Statement for Open Enrollment.

Questions? Contact your agency Benefits Administrator.

Moved lately? Make sure your phone number, email, and home address are correct! You may be able to update it yourself (depending on your agency), if not contact your agency HR/Benefits Administrator to update.

Tip: Use the [How to View and Update Personal Data](#) video for support on updating your personal data.