

From: The Cardinal Project <cardinal-comms@public.govdelivery.com>
Sent: Friday, March 31, 2023 12:59 PM
To: Cardinal Project <ProjectCardinal@doa.virginia.gov>
Subject: Cardinal HCM: Teleworkers Statistics Report - Now Available

This communication is being sent to all HR Directors and HR Administrators.



The Teleworkers Statistics Report is now available to HR Administrators providing telework summary statistics for their agency. Teleworker data must be entered and maintained in order for the statistics report to be accurate. DHRM will be using this report to provide telework statistics to Cabinet Secretaries.

To run the Teleworkers Statistics Report (RHR525) in Cardinal, refer to the [Cardinal HCM Human Resources Reports Catalog](#) for instructions on criteria to run the report and use the [NAV225 Generating an HCM Report](#) job aid.

Navigation: Navigator > Workforce Administration > Job Information > Reports > Teleworkers Statistics Report

Need Assistance?

- Policy questions? Reference the [DHRM Policy 1.61 Teleworking](#) or email Policy@DHRM.virginia.gov.
- Review previous Cardinal communications regarding Telework enhancements and data entry requirements by visiting the [Communications](#) page on the Cardinal website.
- Functional or Technical questions in Cardinal? Submit a help desk ticket to vccc@vita.virginia.gov and include “**Cardinal**” in the subject line with a brief summary for routing. In 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.

Regards,

The Cardinal Team