

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

**Sent:** Thursday, May 25, 2023 12:50 PM

**Subject:** Thank You for Attending Cardinal HCM Legislative Salary Increase Process for FY24 Forum

**This communication is being sent to all invitees and attendees of the Cardinal HCM Legislative Salary Increase Process for FY24 Forum held Tuesday, May 23, 2023.**



Thank you for attending the Cardinal HCM Legislative Salary Increase Process for FY24 Forum on Tuesday, May 23, 2023. We have linked to critical documents that you must use as you navigate the legislative salary increase process.

### **DHRM Memo and FAQ**

- [Fiscal Year 2024 Authorizations and Compensation Activities Memo](#)
- [Fiscal Year 2024 Frequently Asked Questions](#)

For a full list of resources visit the DHRM [Resources for June 10, 2023 Pay Increase](#) webpage.

### **Cardinal Job Aid**

Cardinal has **enhanced** the "Typical Errors Encountered" section (pages 18-19) of the Legislative Salary Increase Tool job aid to **assist agencies with reducing errors**. Please **download an updated copy of the job aid**:

- [HR351 Using the Legislative Salary Increase Tool](#)

**As a supplement** to the information provided in the DHRM memo, a copy of the forum presentation has been attached to this email, and a recording of the meeting can be found at this [link](#).

### **Questions?**

- Policy (not system) specific questions, please send any questions to the DHRM iHelp Mailbox ([ihelp@dhrm.virginia.gov](mailto:ihelp@dhrm.virginia.gov)).
- Compensation specific questions, please send an email to [compensation@dhrm.virginia.gov](mailto:compensation@dhrm.virginia.gov).
- Cardinal functional/technical questions, submit a help desk ticket to [vccc@vita.virginia.gov](mailto: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

[HCM Statewide Salary Increase Tool Forum.pdf](#)