

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

Sent: Thursday, June 1, 2023 2:39 PM

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

Subject: Legislative Salary Increase Process Verification Deadline: June 7 at 5:00 p.m.

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



Legislative Salary Increase Verification Deadline is Wednesday, June 7, 2023 at 5:00 p.m.

The final refresh of the Legislative Salary Increase Tool for FY24 ran Wednesday evening, May 31, 2023. Agencies should **now begin** the final review and verification of June 10 salary increase data. All agencies using the Cardinal Legislative Salary Increase Tool **MUST** verify data by clicking the “**Verify**” checkbox on the Legislative Salary Inc Review Page. The deadline to verify is Wednesday, June 7, 2023 at 5:00 p.m.

Use the links below to navigate the legislative salary increase process.

Cardinal Job Aid

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

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.

Questions?

- Policy (not system) specific questions, please send any questions to the DHRM iHelp Mailbox (ihelp@dhrm.virginia.gov).
- Compensation specific questions, please send an email to compensation@dhrm.virginia.gov.
- Cardinal functional/technical questions, 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