This communication is being sent to the Functional Contact and Technical Contact for Interfacing Agencies who use the HR006 Position Data Upload. HR Directors are copied for awareness.

We want to inform you of upcoming changes that are designed to improve data consistency and reporting accuracy in Cardinal HCM. The Department of Human Resource Management has requested that two specific fields, the Workers Compensation Code and US SOC Code, become required in Position Management. Effective **Tuesday, January 16, 2024,** Cardinal will make the following changes:

- The Workers Compensation Code (**WORKERS_COMP_CD**)
    - o This field will be required for **all** positions within Cardinal HCM.
    - o When creating a new or updating an existing position, you must ensure the Workers Compensation Code field is populated with a valid value before saving the position.

- The US SOC Code (**US_SOC_CD**)

    - o This field will be required for all Virginia Personnel Act (VPA) and Agency Head positions within Cardinal HCM.
    - o If you are creating a new or updating an existing VPA or Agency Head position, you must ensure the US SOC Code field is populated with a valid value before saving the position.

Impacts to HR006 Position Data Upload Interface:

On **Tuesday January 16, 2024**, Cardinal will be updating the processing rules for the HR006 Position Data Upload interface with the following changes to the V_HR006_STG record:

Workers Compensation Code (WORKERS_COMP_CD), position 196 – 199, will become required for all positions. A valid Workers Compensation Code must be provided when

creating or updating positions via the HR006 interface. Leaving the field blank will no longer default the value to 8810. Instead, it will result in error, and the transaction will not be processed. A list of valid Workers Compensation Code values is available at https://www.dhrm.virginia.gov/workerscomp/payrollcodes.

US SOC Code (US_SOC_CD), position 170 – 184, will become required for all Virginia Personnel Act (V_VPA_ELIG = Y) and Agency Head positions when creating or updating positions via the HR006 interface. Leaving the field blank or submitting an invalid value will result in an error, and the transaction will not be processed. The existing processing rules will remain unchanged for all other positions. Interfacing agencies may submit US SOC Codes for all other positions, but it is optional. A list of valid US SOC Code values is available in the HR351: Overview of US SOC and Job Code Combinations job aid (excel) posted to the Cardinal website > Learning > Job Aids for agency use.

Regression Testing

To ensure the reliability of the HR006 interface updates, we are offering interfacing agencies the opportunity to conduct regression testing from **Tuesday, December 5 to Tuesday, December 19, 2023**.

How to participate in regression testing:

1. Post an HR006 test file(s) to the agency HCM_Inbound folder on **Cardinal HCM Test File server**.
2. Notify the Cardinal HCM Interface team at cardinalhcminterface@doa.virginia.gov via email once a file has been posted for testing.
3. The Cardinal HCM Post Production Support (PPS) team will process the file(s) and provide the upload error report(s) and feedback.

A revised HR006 Position Data Upload file layout with the updated processing rules has been posted to the Cardinal website > Resources > Agency Interface Layouts for agency use.

Questions?

If you have any questions or need further clarification regarding these changes, submit a help desk ticket to vccc@vita.virginia.gov and include the following information:
Subject: Cardinal – HR006 Position Data Upload
Email Content:
- Detailed information about your questions regarding HR006 changes
- Name, email address, and best contact phone number

We appreciate your cooperation and understanding as we work to enhance data accuracy and consistency within Cardinal HCM. If you have any questions or need further clarification, please don't hesitate to contact our support team.

Thank you for your attention to these important updates.

Regards,

The Cardinal Team