

## Thank you for Attending the Cardinal HCM: Legislative Salary Refresher Forum

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

Fri 11/17/2023 11:53 AM

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

**This communication is being sent to all invitees and attendees of the Cardinal HCM FY24 Legislative Salary Increase Refresher Forum held Tuesday, November 14, 2023.**



Thank you for attending the Cardinal HCM: Legislative Salary Increase Refresher Forum on Tuesday, November 14, 2023. Coordinate with your agency as you take your next step.

### Using the Legislative Salary Increase Tool?

Use the support resources below and pay close attention to the Refresh schedule:

**System Block, System Notes, and changes to salaries amounts will be refreshed on the following schedule, to reflect relevant data changes.**

Refresh Cycle	Date	Time
First Refresh	Thursday, 11/16/2023	8:00 p.m. - 11:59 p.m.
Second Refresh	Tuesday, 11/21/2023	8:00 p.m. - 11:59 p.m.
Third Refresh	Tuesday, 11/28/2023	8:00 p.m. - 11:59 p.m.
Fourth Refresh	Thursday, 11/30/2023	8:00 p.m. - 11:59 p.m.
Final Refresh <b>IMPORTANT:</b> Changes keyed after this date will not remove system blocks. Salary changes entered after this date will cause increases to fail during load!	Tuesday, 12/05/2023	8:00 p.m. - 11:59 p.m.

## Opting Out?

Agencies who prefer to enter the December increases into Cardinal HCM via interface, mass upload, or manually keying, must **Opt Out** of using the Legislative Salary Increase Tool in Cardinal HCM, use the job aid below for instructions.

## DHRM Memo and Resources

[DHRM Resources for December 10, 2023 Pay Increase](#)

## Cardinal Resources

Cardinal has updated the [HR351\\_Using the Legislative Salary Increase Tool](#) job aid for this Statewide Salary increase.

As a supplement to the information provided in the DHRM memo, a copy of the forum presentation and a recording of the meeting can be accessed by clicking the buttons below.

[Download the Presentation](#)

[Forum Recording](#)

Regards,

The Cardinal Team

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## Questions?

Submit a help desk ticket by emailing [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov) and include the following information:

**Subject:** Cardinal - <brief summary for routing>

**Email content:**

- Detailed information about your issue (i.e., functional area, page, actions, error)
  - Name, email address, and best contact phone number
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**Cardinal - Virginia's Enterprise Resource System**

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You are receiving this email as a result of the role(s) you hold in the Cardinal System.

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