

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

Sent: Wednesday, November 15, 2023 3:37 PM

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

Subject: Cardinal HCM: Workers Compensation Code and US SOC Code Field Updates

This communication is being sent to the HR Directors, HR Administrators at select HCM agencies and Functional Contacts at HR Interfacing agencies.



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 (DHRM) has requested that two specific fields, the Workers Compensation Code and the US Standard Occupation Classification Code (US SOC Code), become required in Position Management. Effective **Tuesday, January 16, 2024**, Cardinal will make the following changes:

Workers Compensation Code (Workers' Comp Code)

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

US Standard Occupation Classification Code (SOC Code/Extension)

- This field will be **required** for all Virginia Personnel Act (VPA) and Agency Head positions within Cardinal HCM.
- 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.

Why is the Workers Compensation Code Required?

The National Council on Compensation Insurance (NCCI) is a U.S. Insurance Rating and Data Collection Bureau that specializes in workers' compensation. NCCI class codes are 4-digit numerical codes that insurers use to classify employee exposure to risk.

By requiring NCCI codes for all Commonwealth employees, the Office of Workers' Compensation can accurately assess risk profiles and calculate premiums for all agencies. This enhanced understanding of risk exposures will aid the Commonwealth's actuaries in premium calculations.

A list of valid Workers Compensation Codes values is available at <https://www.dhrm.virginia.gov/hr-partners/workers-compensation-hr-resources/payrollcodes>

Why is the US Standard Occupation Classification Code Required?

Leveraging Job Code and US SOC Code information, DHRM gains valuable insights into market salary data for Commonwealth positions. Requiring these codes will further enhance DHRM's ability to gather, analyze, and share comprehensive salary data, providing a deeper understanding of market trends and supporting informed compensation decisions.

A list of valid US SOC Codes is available in the [HR351 Overview of US SOC and Job Code Combinations](#) job aid (excel) posted on the [Cardinal website](#) > Learning > [Job Aids](#) for agency use.

Take Action: Verify and Correct Position Data in Cardinal

To ensure accurate position data in Cardinal, all agencies should review and correct any missing or inaccurate values for applicable positions prior to **Tuesday, January 16, 2024**. The V_HR_POSITION_DATA_QUERY or can be used to verify data accuracy. Agencies that do not use the Cardinal HR006 Position Data Interface can make corrections online, or for large volumes, utilize the [HR411 Position Data Mass Upload](#). Click the below to access job aids for applicable support.

[NAV225 Running an HCM Query](#)

[Performing a Mass Upload](#)

Impacts to HR006 Position Data Upload Interface

Due to the impact on processing rules for these two fields in the HR006 Position Data Upload interface, comprehensive guidance and an opportunity to regression test the HR006 changes were [communicated](#) on November 9 to the Functional and Technical Contacts, as well as HR Directors for agencies using the HR006 interface.

Questions?

If you have any questions, or need further clarification regarding these changes, please submit a help desk ticket to vccc@vita.virginia.gov and include the following information:

Subject: Cardinal – Position Data Field Updates

Email Content:

- Detailed information about your questions regarding the Position Data field changes in Cardinal
- 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. Thank you for your attention to these important updates.

Regards,

The Cardinal Team
