

Cardinal ESS - Check Your Absence and Leave Balances Before Leave Year End!

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

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

This communication is being sent to Employee Self Service (ESS) TA Users with Absence Management (AM).



Cardinal Leave Year End

Leave Year End processing will take place on **Tuesday, January 16, 2024**, to finalize the period ending January 9 and calculate the annual carryover/forfeiture and new year entitlements effective January 10. You will be able to view your updated balances for the new leave year in Employee Self Service starting on January 16. Absences can still be reported for both the old and new leave years, up to **90 days** in the past or future. Forecasting and the Absence Calculation process will deduct approved absences from the available balance.

Balances in Cardinal will be carried forward, forfeited, and entitled for the new leave year based on DHRM policy.

- Classified employees follow DHRM Policy and have a leave year from January 10 to January 9.
- Gubernatorial Appointees follow the Executive Leave Plan which runs from January 15 to January 14. Please review the [Executive Leave Policy](#) before this date.

For a full list of applicable DHRM policies and details click the button below.

[DHRM Leave Policies](#)

Review Your Absence and Leave Balances

Absence and Leave balances can be viewed by Employee Self-Service (ESS) users under the **Time** tile.

Click the image below to watch Cardinal Christy highlight key pages for reviewing leave balance information.



Prefer to read? Click the button for a quick guide on viewing absence and leave balances.

[Viewing Absence & Leave Balances](#)

Contact your agency's Absence Administrators with questions.

Regards,

The Cardinal HCM Team

Questions

If you have technical or functional questions, submit a help desk ticket by emailing vccc@vita.virginia.gov and include the following information:

Subject: Cardinal – <brief summary for routing>

Email Content:

- Detailed information about your about your issue (i.e., functional area, page, actions, error)
- Name, email address, and best contact phone number

Cardinal - Virginia's Enterprise Resource System

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

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