HR353 Human Resources Read Only Overview

This Job Aid provides an overview of the key Human Resources pages and tabs that the HR Read Only role can access.   It includes an overview of the page or tab and lists key fields, field descriptions, and impacts to other functional areas.

The following HR pages are covered in this Job Aid:

- Position Data pages
- Personal Data pages
- Job Data pages
- Benefit Program Participation page
- Employment Information page
- Maintain Teleworker page

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Revision History

| Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 3; after Step 1; Section 5, after Step 1; Section 12, after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Viewing the Position Details Page

The **Position Details** page shows the history of changes for a position.   As one employee moves out of a position, attributes of the position (i.e., location, supervisor, etc.) can be updated before hiring a new employee into the position.

Step	Action
1.	Navigate to the **Position Details** page using the following path: **NavBar > Menu > Organizational Development > Position Management > Manage Positions/Budgets > Manage Position**

The **Manage/Create Position Search** page displays.

Step	Action
2.	Enter the applicable Position Number into the **Position Number** field to search for the position.
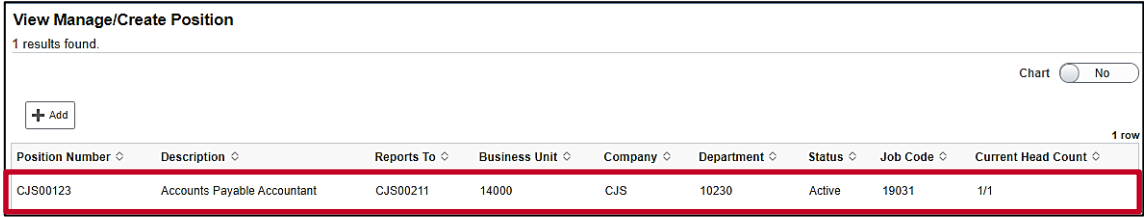
Step	Action
3.	Click the **Search** button. Search Clear

The **View Manage/Create Position** page displays for the applicable position.

View Manage/Create Position
1 results found.

Chart   No

+ Add
1 row

Position Number	Description	Reports To	Business Unit	Company	Department	Status	Job Code	Current Head Count
CJS00123	Accounts Payable Accountant	CJS00211	14000	CJS	10230	Active	19031	1/1

Step	Action
4.	Click anywhere in the row to select the position. **View Manage/Create Position** 1 results found. Chart No + Add 1 row

Position Number	Description	Reports To	Business Unit	Company	Department	Status	Job Code	Current Head Count
CJS00123	Accounts Payable Accountant	CJS00211	14000	CJS	10230	Active	19031	1/1

The **Position Details** page displays with the position history row(s) as applicable.

‹ Search Results   Position Details   ⋮

Position Number CJS00123
Headcount Status Filled   Clone
Current Head Count 1 of 1

2 rows
+

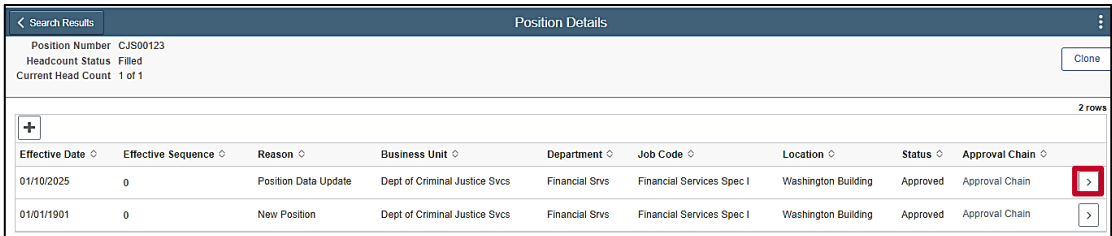| Effective Date	Effective Sequence	Reason	Business Unit	Department	Job Code	Location	Status	Approval Chain	
01/10/2025	0	Position Data Update	Dept of Criminal Justice Svcs	Financial Srvs	Financial Services Spec I	Washington Building	Approved	Approval Chain	>
01/01/1901	0	New Position	Dept of Criminal Justice Svcs	Financial Srvs	Financial Services Spec I	Washington Building	Approved	Approval Chain	>

Position Details:

Field	Description	Impacts to Other Functional Areas
Effective Date	Identifies the date the position updates are effective in Cardinal.	Errors encountered or incorrect data received if using a date prior to the employee's entry into the position.
Effective Sequence	Defaults to 0 but is systematically incremented by 1 digit whenever the same effective date is used sequentially.	N/A
Reason	Identifies the reason for the position change	N/A

Step	Action
5.	Click the **View Detail** icon at the end of the top row to view more details about the position. **Note**: The row at the bottom represents the oldest row of data and the row at the top represents the most recent row of data. Always select the top row to view the most recent data related to the position.

Step	Action

The **View Position** page displays.

View Position	
Position Number CJS00123	
Headcount Status Filled	
Current Head Count 1 of 1	

Effective Date 01/10/2025		**Review Date**
Effective Sequence 0		**Position Months** 12.00
Reason UPD Position Data Update		**Stmt of Economic Interest Reqd** No
Approval Status Approved		**VPA Covered** Yes

Position Information

Position Status Approved		**Max Head Count** 1
Status Active		**Status Date** 09/21/2022
Action Date 01/10/2025		**SOC Code / Extension** 13-2099
Key Position No		**Job Sharing Permitted** No
Budgeted Position Yes		**Available for Telework** Yes
Confidential Position No		**EEO-4 Job Category** Paraprofessionals
Alternate Work Schedule Yes		**Workers' Comp Code** 8810

Job Information

Business Unit 14000	Dept of Criminal Justice Svcs	**Manager Level**	All Other Positions
Job Code 19031	Financial Services Spec I	**Full/Part Time** Full-Time	
Regular/Temporary Regular		**Union Code**	
Regular Shift Not Applicable		**Short Title** 19031	
Title Accounts Payable Accountant		**Description**	Financial Services Specialist I

Viewing the View Position Page in Position Data

Follow the instructions in the previous section to navigate to this page: .

Step	Action
The **View Position** page displays.

View Position fields:

Field	Description	Impacts to Other Functional Areas
Effective Date	This is the date the information on this page is effective in Cardinal.	Errors encountered or incorrect data received if using a date prior to the employee's entry into the position.
VPA Covered	Indicates if the position is covered by the Virginia Personnel Act (VPA). For all classified positions, this must be Y. For all other positions, this must be N.	Incorrect data will result in inaccurate reporting.

Position Information fields:

Field	Description	Impacts to Other Functional Areas
Confidential Position	Indicates if the position is a confidential position. (i.e., Undercover officers). If Yes is selected, incumbent information is not reported in Active Directory or employee directory extracts.	Incorrect value will cause inaccurate reporting and incumbent personal data to appear when it should not.
Max Head Count	Indicates the number of employees that should be assigned to a position. Usual ratio is one employee to one position. Examples of when this could be different are job sharing, pooled positions, or dual incumbency.	Changes made to the position (i.e., location, reports to, supervisor, etc.) could inadvertently impact all incumbents.
Available for Telework	Indicates whether a position is eligible for telework.	Incorrect value will cause inaccurate reporting and prevent entry of a telework agreement for the incumbent.

Job Information fields:

Field	Description	Impacts to Other Functional Areas
Business Unit	Indicates the business unit (agency) that is associated with a position.	N/A
Job Code	Identifies the job associated with a position.	Incorrect value could cause inaccurate reporting and affect incumbent's FLSA Status, Full/Part Time Status, Salary Grade, and cause errors when entering compensation amount.

Step	Action
6.	Scroll down to the **Work Location**, **Salary Plan Information**, and **USA** sections.

Work Location fields:

Field	Description	Impacts to Other Functional Areas
Department	Indicates the department the position is in.	If incorrect, the position funding ChartField allocations would be inaccurate.
Location	Displays the physical work location for the position.	If incorrect, if affects the COVA salary plans and the incumbent's benefits eligibility.
Reports To	Displays the position number of who will receive the employee's timesheet and absence requests for approval.	If incorrect, affects the incumbent's timesheet and absence request submissions.
Supervisor Position	Displays the position number of the incumbent's daily/operational supervisor.	If incorrect, the wrong supervisor is identified for performance management tasks.

Salary Plan Information fields:

Field	Description	Impacts to Other Functional Areas
Salary Admin Plan	Values are populated based on the job code selected and cannot be updated here.	If incorrect, errors could be received when entering the employee's compensation.

USA fields:

Field	Description	Impacts to Other Functional Areas
FLSA Status	This identifies the position as Professional (Exempt) or Nonexempt and determines eligibility for overtime pay.	If incorrect, this impacts Payroll and Time and Attendance for agencies who use Cardinal for this functionality.

Step	Action
7.	Scroll down to the **Budget and Incumbents** section.

Current Incumbents fields:

Field	Description	Impacts to Other Functional Areas
Name	Name of the employee hired into the position.	May impact benefit claims if the incorrect name is displayed.
Effective Date	The highest effective dated job data row for the employee.	N/A

![Cardinal logo]

Viewing the Biographical Details tab in Personal Data

Personal data must be obtained and entered to start the hire process. When navigating to the personal data pages, the **Biographical Details** tab opens by default.

Use this page to view an employee's name, date of birth, legal gender, highest education level, marital status, and Social Security Number.

Step	Action
1.	Navigate to the **Biographical Details** tab using the following path: **NavBar > Menu > Workforce Administration > Personal Information > Modify a Person**

The **Personal Information Find an Existing Value** page displays.

	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	Enter the employee's Employee ID in the **Empl ID** field. **Note**: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.

![Cardinal logo]

Step	Action
3.	Click the **Include History** checkbox option.
	☐ Case Sensitive ☐ **Include History** ☐ **Correct History**
4.	Click the **Search** button.
	Search Clear

The **Modify a Person** page for the employee displays (**Biographical Details** tab).

Note: Below each tab is the **Header** section. The **Header** section displays for each of the tabs on the **Modify a Person** page.

Header section fields:

Field	Description	Impacts to Other Functional Areas
Employee Name	Displays the current name for the employee.	If incorrect, benefit claims could be denied.
Person ID	Displays the employee's Employee ID.	N/A

Name section fields:

Field	Description	Impacts to Other Functional Areas
Effective Date	Date this name for the employee became effective in Cardinal.	If incorrect, could have inaccurate reporting and benefit claims could be rejected.
Display Name	Displays the current name for the employee.	If incorrect, could have inaccurate reporting and benefit claims could be rejected.

Step	Action
5.	Click the **View All** link, if applicable, to view the name change history for the employee.

The **Name** (History) section displays with the most recent name change at the top.

Step	Action
6.	Scroll down to review the **Biographic Information** section.

Biographic Information fields:

Field	Description	Impacts to Other Functional Areas
Date of Birth	Displays the employee's birth date.	If incorrect, could result in delayed or denied benefit claims, IRS/ACA reporting, and Supplemental Life Insurance rate calculations.
Date of Death	Displays the employee's date of death, if applicable.	If incorrect, could affect dependent benefits.
Exclude Contact Information	If checked, this excludes this employee's personal information from appearing on employee data extract and directories.	N/A
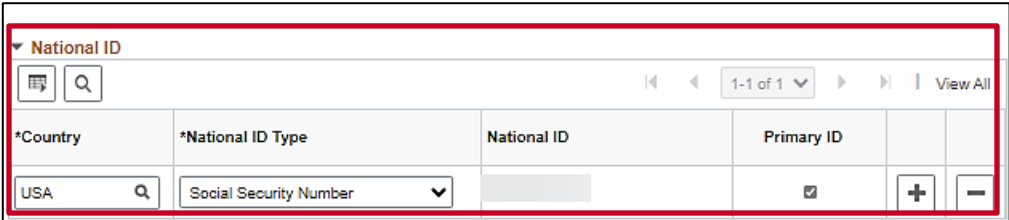
Biographical History fields:

Field	Description	Impacts to Other Functional Areas
Gender	Displays the employee's legal gender.	If incorrect, could result in incorrect benefit options, delayed, or denied benefit claims, and payroll processing.

Step	Action
7.	Scroll down to review the **National ID** section.

National ID fields:

Field	Description	Impacts to Other Functional Areas
National ID	Displays the last four digits of the employee's Social Security Number.	If incorrect, causes inaccurate Federal/State reporting and issues for payroll.
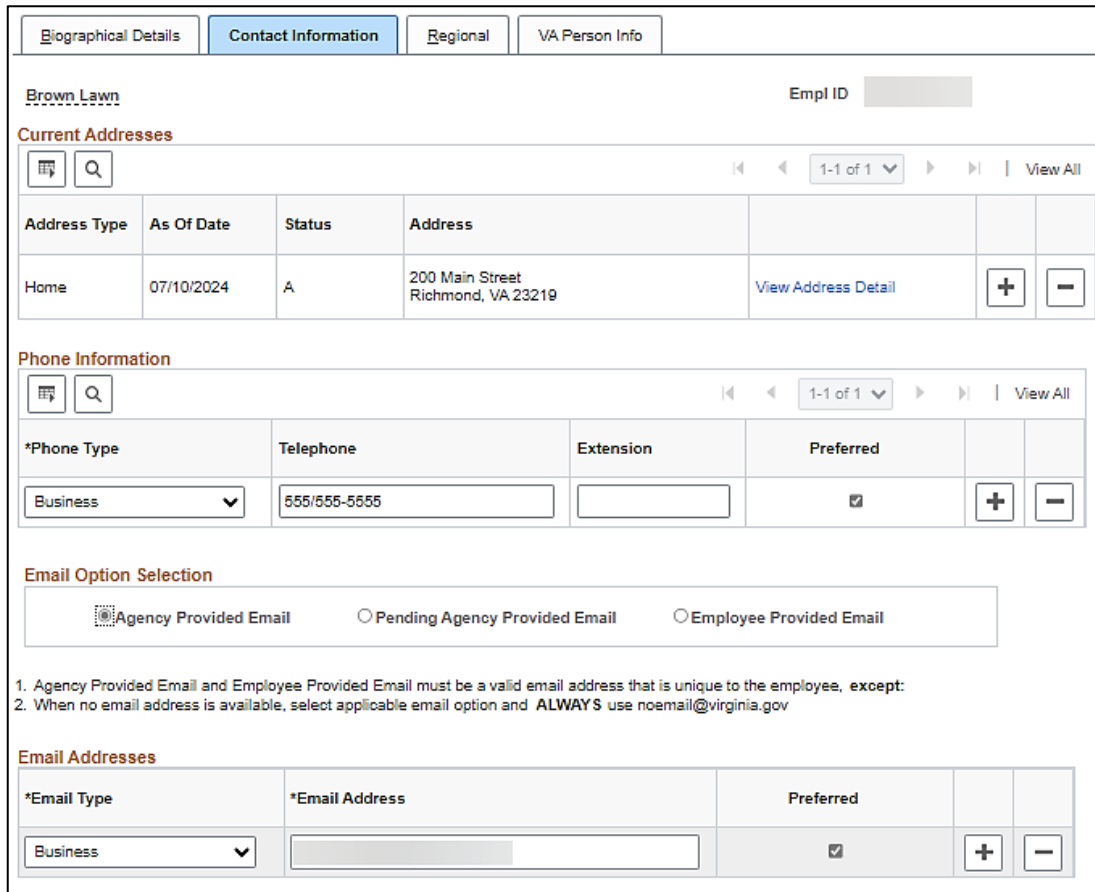
Viewing the Contact Information tab in Personal Data

All employees are required to have a home address, phone number, and email address captured on the **Contact Information** tab in personal data.

Step	Action
1.	After viewing the **Biographical Details** tab (details in the previous section: Viewing the Biographical Details tab in Personal Data), click the **Contact Information** tab.

The **Contact Information** tab displays.

Current Addresses fields:

Field	Description	Impacts to Other Functional Areas
Address Type	Displays as "Home" or "Mailing"	N/A
As Of Date	Displays the date the address became effective.	N/A
Status	Displays the status of the current address: "Active" or "Inactive".	N/A
Address	Displays the employee's home address information.	This address drives benefit options for the employee, tax calculations in payroll, and determines where checks are mailed, if needed.

Step	Action
2.	Click the **View Address Detail** link to see a history of the employee's addresses.

The **Address History** page displays a history of the addresses for the employee in Cardinal.
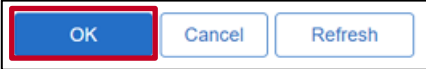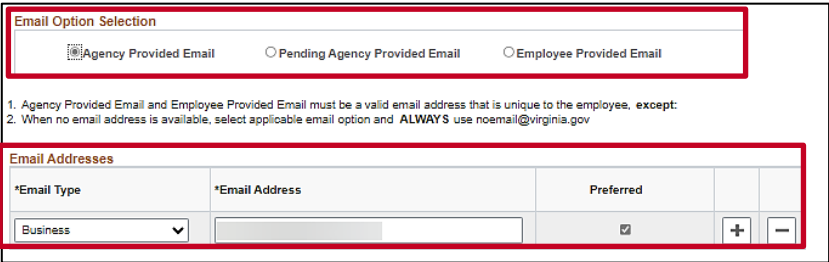
Step	Action
ℹ️	Although this page is called **Address History**, it displays future dated addresses also. If a future dated address is displayed here, that address will not show in the **Current Addresses** section until it becomes effective.
3.	Click the **OK** button to return to the **Contact Information** page.
4.	Scroll down to review the **Email Option Selection** and the **Email Addresses** sections.

Email Option Selection and **Email Addresses** fields:

Field	Description	Impacts to Other Functional Areas
Email Option Selection	Displays who provided the email address, there are 3 options: • Agency Provided • Pending Agency Provided • Employee Provided	N/A
Email Type	Displays whether the email address is a personal or business email.	N/A
Email Address	Displays the employee's email address.	The preferred email address is used by the employee to register for Cardinal access. It is also the email provided to benefit vendors and Office of Health Benefits (OHB).
Preferred	Identifies the email that will be used as the primary email address.	N/A
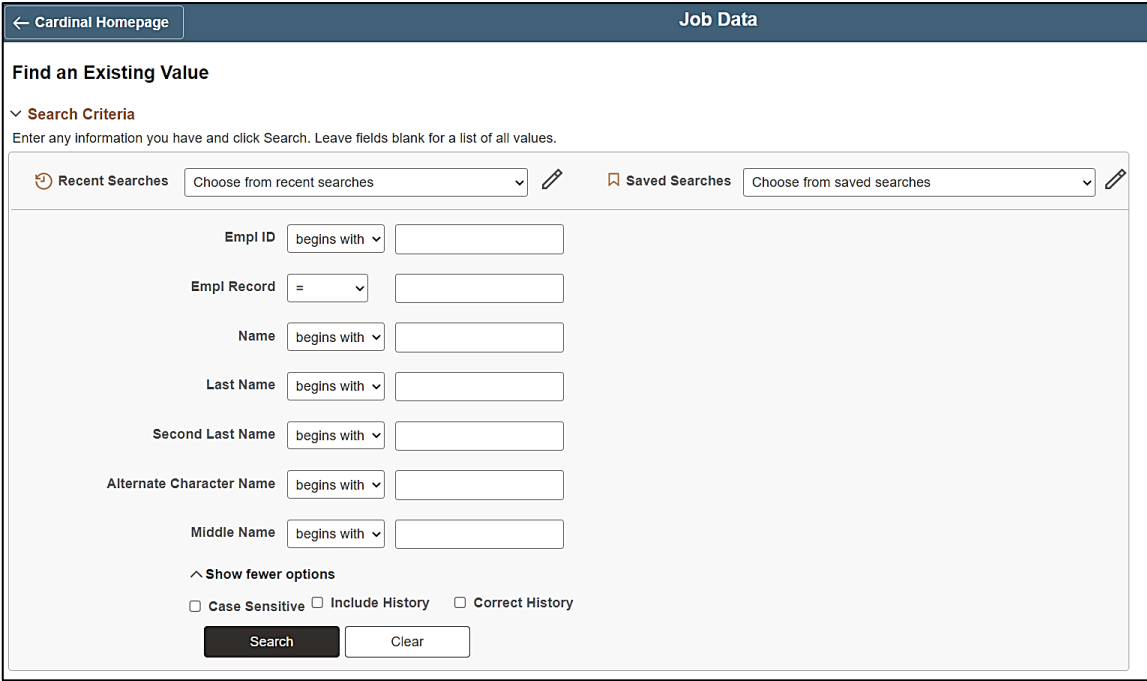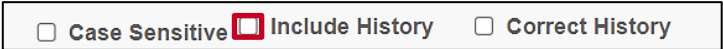
![Cardinal logo]

Viewing the Work Location tab in Job Data

Job Data is where information related to the employee's job(s) is housed. The **Work Location** tab opens by default when navigating to Job Data.

Use this page to view an employee's job information.

Step	Action
1.	Navigate to the **Job Data** page using the following path: **NavBar > Menu > Workforce Administration > Job Information > Job Data**
	The **Job Data Find an Existing Value** page displays.
ℹ️	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	Enter the employee's Employee ID in the **Empl ID** field. **Note**: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.
3.	Click the **Include History** checkbox option.

Step	Action
4.	Click the **Search** button.

The **Job Data** page for the employee displays (**Work Location** tab).

Note: The **Job Data Header** section displays the employee's name, Employee ID, and Employee Record.   It is visible at the top of all of the job data pages and tabs.   Always review this section to ensure you are viewing job data for the correct employee.

Top and middle sections of the **Work Location Details** fields:

Field	Description	Impacts to Other Functional Areas
Effective Date	Displays the date the personnel action became effective.	High impact to all other functional areas. When date related errors display in other modules, the date here is the first place to look.

Field	Description	Impacts to Other Functional Areas
Action	Displays the personnel action taken.	If incorrect, may produce errors in other functional areas.
Reason	Displays the reason for the personnel action.	If incorrect, may produce errors in other functional areas.
Job Indicator	Displays if the job is the employee's primary or secondary job. It defaults to "Primary" if the employee only has one job.	If incorrect, may impact the employee's benefits and pay.
Position Number	Displays the position number the employee is hired into.	If incorrect, may affect benefit options, access to timesheet, and pay.
Position Entry Date	Displays the date the employee was hired into the position.	If attempting to use a date for the employee related to this job that is prior to this date, an error will occur.
Company	Displays the 3-character company code (Agency) that is associated with the position.	If incorrect, could impact access to timesheet and cause inaccurate reporting.
Business Unit	Displays the numerical code and description for the Agency associated with the position.	If incorrect, could impact access to timesheet and cause inaccurate reporting.
Department	Displays the department code and description associated with the position.	If incorrect, will cause inaccurate reporting.
Location	Displays the physical location the position will reside.	If incorrect, could impact benefit options availability.

Bottom section of **Work Location Details** screenshot:

Bottom section of the **Work Location Details** fields:

Field	Description	Impacts to Other Functional Areas
STD Claim Number	Displays the Short Term Disability claim number for an employee on Short Term Disability leave.	If incorrect, may cause inaccurate reporting.
Turn Off Auto Pay	Used for leave processing in order to pause an employee's salary and additional payment when turned on.	If incorrect option selected, may cause inaccurate leave and payroll processing.
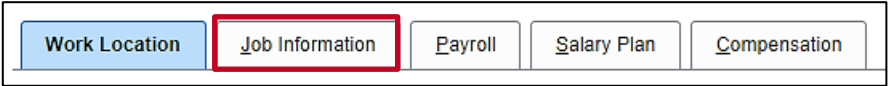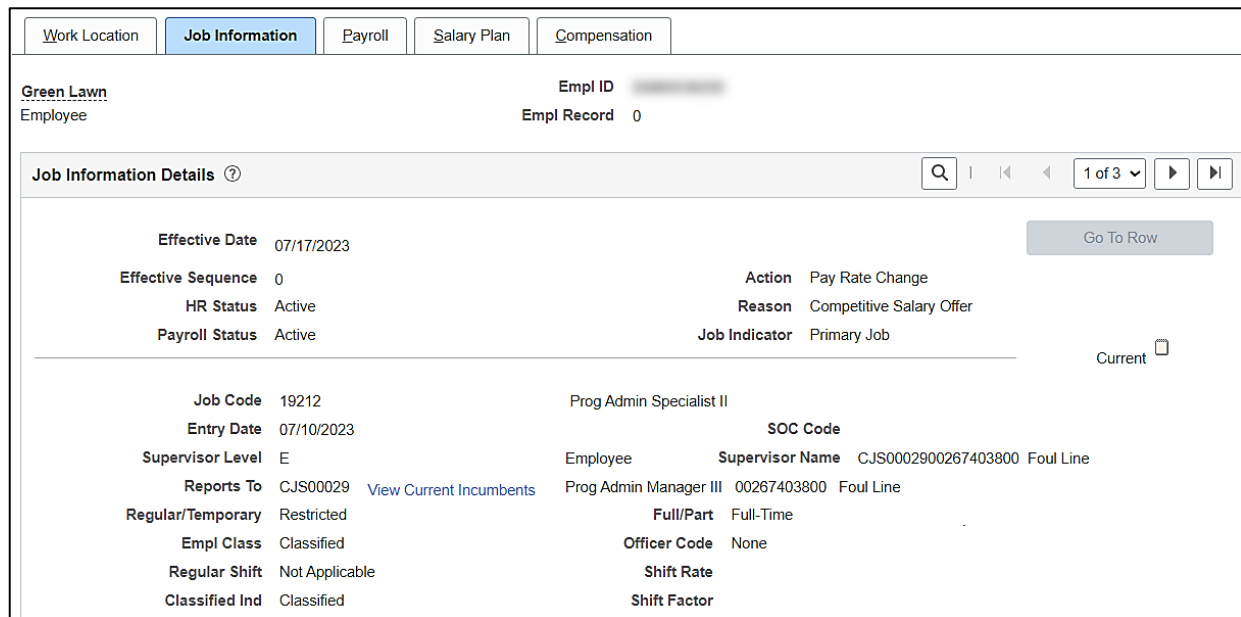
Viewing the Job Information Tab in Job Data

Most of the information from the **Job Information** tab is pulled from the position the employee is hired into.

Step	Action
1.	After viewing the **Work Location** tab (details in the previous section: <u>Viewing the Work Location tab in Job Data</u>), click the **Job Information** tab.

The **Job Information** tab for the employee displays.

Job Information Details fields:

Field	Description	Impacts to Other Functional Areas
Job Code	Displays the job code and description associated with the position the employee is hired into.	If incorrect, could affect the way timesheet data is displayed.
Reports To	Displays the position number, position description, and name of the individual who will approve the employee's timesheets and absence requests.	If incorrect, timesheet approvals and absence request approvals could be delayed.

Field	Description	Impacts to Other Functional Areas
View Current Incumbents	Clicking this link displays the person in the Reports To position's name, Employee ID, and Employee Record.	If incorrect, timesheet approvals and absence request approvals could be delayed.
Empl Class	Displays the employee's classification. (i.e., Wage, Classified, and Adjunct).	If incorrect, timesheet setup, benefits eligibility, and payroll distributions are affected.
SOC Code	Displays the Standard Occupational Code for the position.	If incorrect, will cause inaccurate reporting.
Supervisor Name	Displays the employee's supervisor's position number, Employee ID, and name.	If incorrect, may cause inaccurate reporting and delay access to performance management pages.

Standard Hours and **USA** sections screenshot:

Standard Hours and **USA** fields:

Field	Description	Impacts to Other Functional Areas
Standard Hours	Displays the hours per week the employee is expected to work based on their status of full-time, part-time, or quasi.	If incorrect, could impact absence management calculations, benefits eligibility, and the FTE value.

Field	Description	Impacts to Other Functional Areas
FTE	Displays the fulltime equivalent value for the employee based on the standard hours.	If incorrect, could impact absence management calculations and benefits eligibility.
FLSA Status	Displays the employee's status of either Professional (Exempt) or Non-exempt from the position.	If incorrect, it could affect the employee's overtime eligibility, timesheet options, and cause inaccurate reporting.
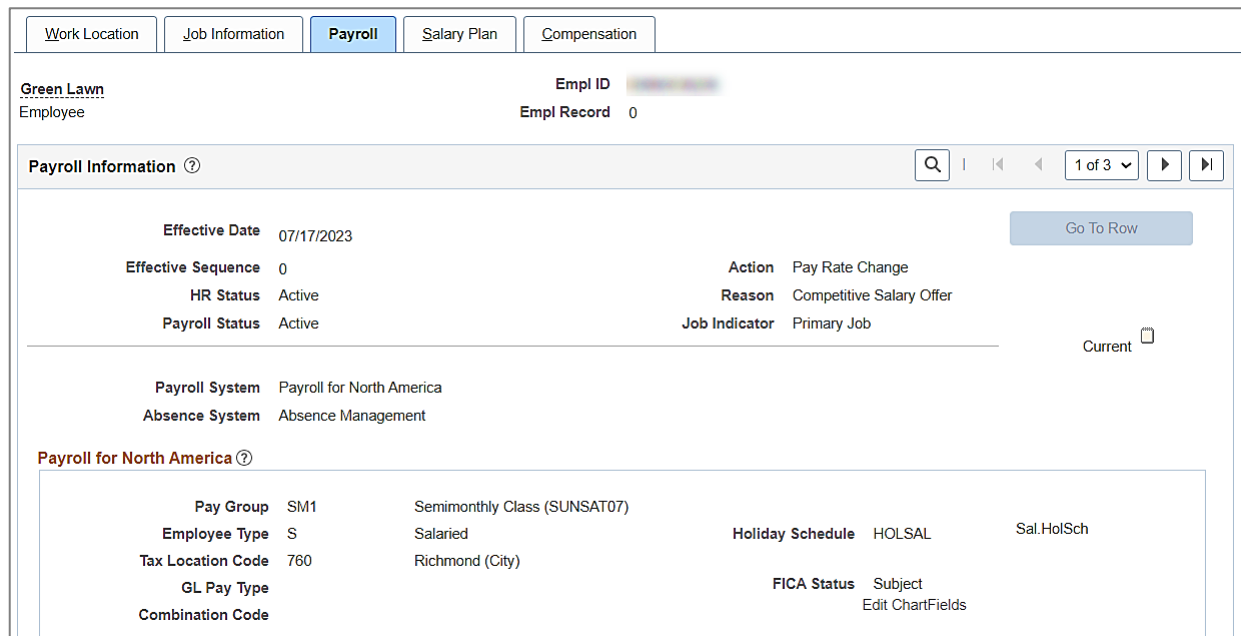
Viewing the Payroll Tab in Job Data

Information on the **Payroll** tab identifies how the employee's absences are managed, their pay group assignment, and other payroll attributes.

Step	Action
1.	After viewing the **Job Information** tab (details in the previous section: Viewing the Job Information tab in Job Data), click the **Payroll** tab.

The **Payroll** tab for the employee displays.

Payroll Information and **Payroll for North America** fields:

Field	Description	Impacts to Other Functional Areas
Absence System	Identifies whether Cardinal is used to manage the employee's time and attendance activity. Options are: • Absence Management: managed within Cardinal • Other: hourly employee or managed by non-Cardinal system	If incorrect, the wrong pay group options are available, and absences are managed incorrectly.

Field	Description	Impacts to Other Functional Areas
Pay Group	Identifies the pay group assignment (i.e., Semi-monthly, or Bi-Weekly).	If incorrect, causes inaccurate benefit withholdings, time reporting options and pay.
Tax Location Code	Displays the code for the work location for the employee. Any changes to this value must be communicated to Payroll.	If incorrect, affects the tax distribution setup and causes inaccurate reporting.
Holiday Schedule	Displays the calendar associated with paid holidays for the employee.	If incorrect, may cause the wrong holidays to display on the timesheet and inaccurate payroll processing.
FICA Status	Displays the employee's status for Federal Insurance Contributions which are deducted from each paycheck. The value defaults to "Subject".	If incorrect, may cause inaccurate paycheck deductions and inaccurate reporting.

Absence Management System section screenshot:

Absence Management fields:
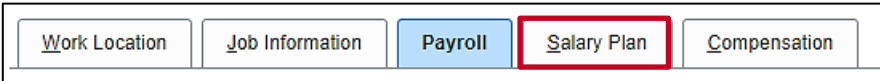
Field	Description	Impacts to Other Functional Areas
Pay Group	The value for the pay group here should match the pay group above in the **Payroll for North America** section.	If incorrect, employee information would be processed incorrectly in Absence management.
Eligibility Group	Displays the eligibility group assigned to the employee that controls their available absence types.	If incorrect, may cause the wrong absence types to display in Absence management.
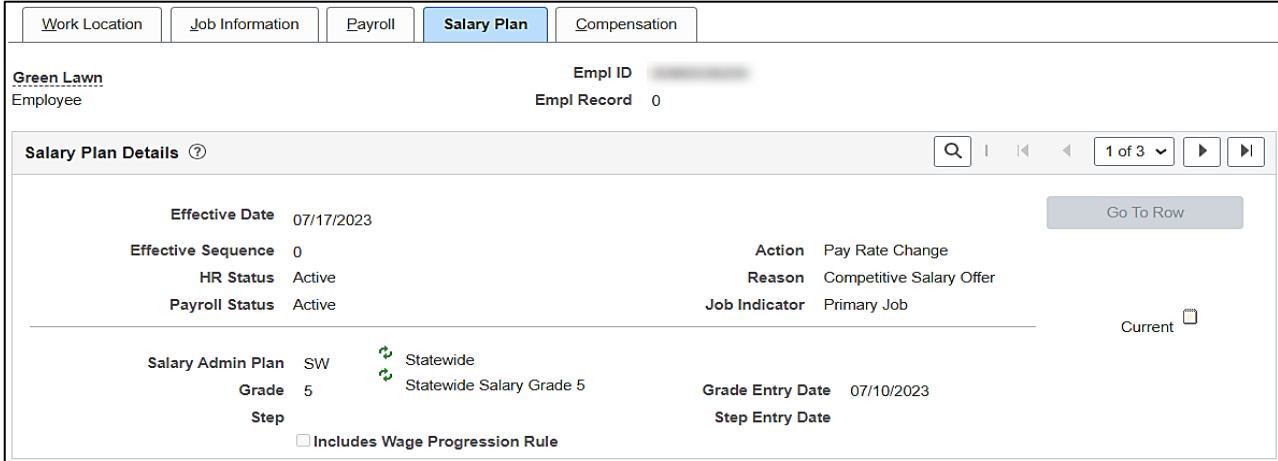
Viewing the Salary Plan Tab in Job Data

Step	Action
1.	After viewing the **Payroll** tab (details in the previous section: Viewing the Payroll Tab in Job Data), click the **Salary Plan** tab. Work Location | Job Information | **Payroll** | Salary Plan | Compensation

The **Salary Plan** tab for the employee displays.

| Work Location | Job Information | Payroll | **Salary Plan** | Compensation |

Green Lawn
Employee

Empl ID
Empl Record 0

Salary Plan Details ⓘ   🔍 \| ◄ ◄ 1 of 3 ▾ ► ►|

Effective Date	07/17/2023			Go To Row
Effective Sequence	0	Action	Pay Rate Change	
HR Status	Active	Reason	Competitive Salary Offer	
Payroll Status	Active	Job Indicator	Primary Job	
				Current ☐

Salary Admin Plan SW   ↻ Statewide
Grade 5   ↻ Statewide Salary Grade 5   Grade Entry Date 07/10/2023
Step   Step Entry Date
☐ Includes Wage Progression Rule

Salary Plan Details fields:

Field	Description	Impacts to Other Functional Areas
Salary Admin Plan	Displays the salary plan derived from the job code on the position.	If incorrect, affects the timesheet options and the salary if it does not fall within the minimum and maximum ranges.
Grade	Displays the grade derived from the job code on the position. It determines the minimum and maximum ranges for salary.	If incorrect, affects the timesheet options and the salary if it does not fall within the minimum and maximum ranges.
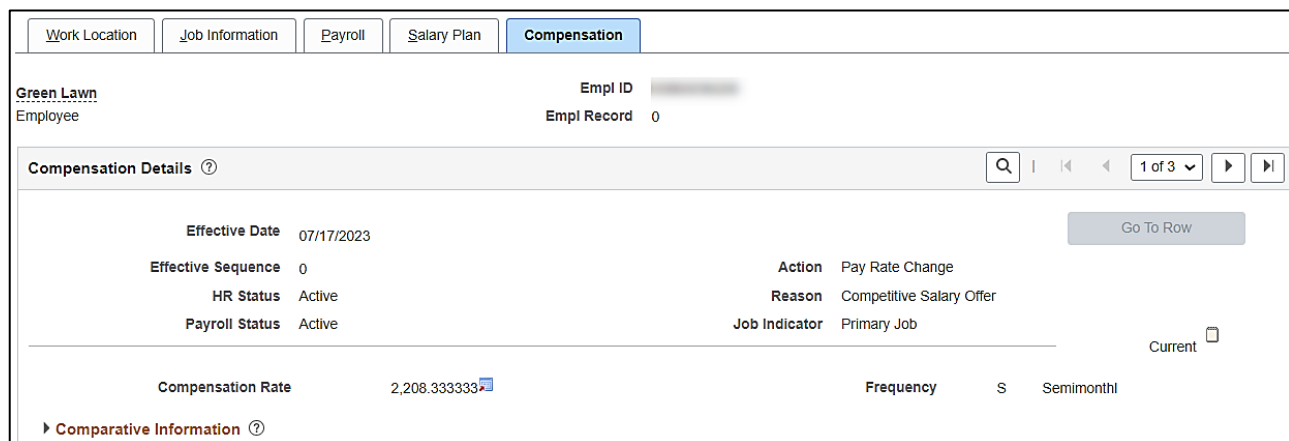
Viewing the Compensation tab in Job Data

The **Compensation** tab houses details related to the employee's compensation amount.

Step	Action
1.	After viewing the **Salary Plan** tab (details in the previous section:), click the **Compensation** tab.

The **Compensation** tab for the employee displays.

Compensation Details fields:

Field	Description	Impacts to Other Functional Areas
Compensation Rate	Displays the payment amount based on the pay frequency specified in the (pay) **Frequency** field to the right.	If incorrect, will cause incorrect payment amount, number of payments, and VRS benefit calculations.
Frequency	Displays the frequency in which the employee is paid (i.e., S - Semimonthly or H – Hourly).	If incorrect, will cause incorrect payment amount or incorrect number of payments.

Pay Components section:

Pay Components fields:

Field	Description	Impacts to Other Functional Areas
Rate Code	Displays the type of pay the employee is receiving. (i.e., STATE for state salary or NAHRLY for hourly for wage employees).	If incorrect, causes inaccurate pay or withholding calculations.
Comp Rate	Displays the annual compensation amount for salaried employees and the hourly rate for wage employees.	If incorrect, causes inaccurate pay calculations.
Frequency	Displays either "A – Annual" for salaried employees or "H – Hourly" for wage employees.	If incorrect, causes inaccurate pay calculations.
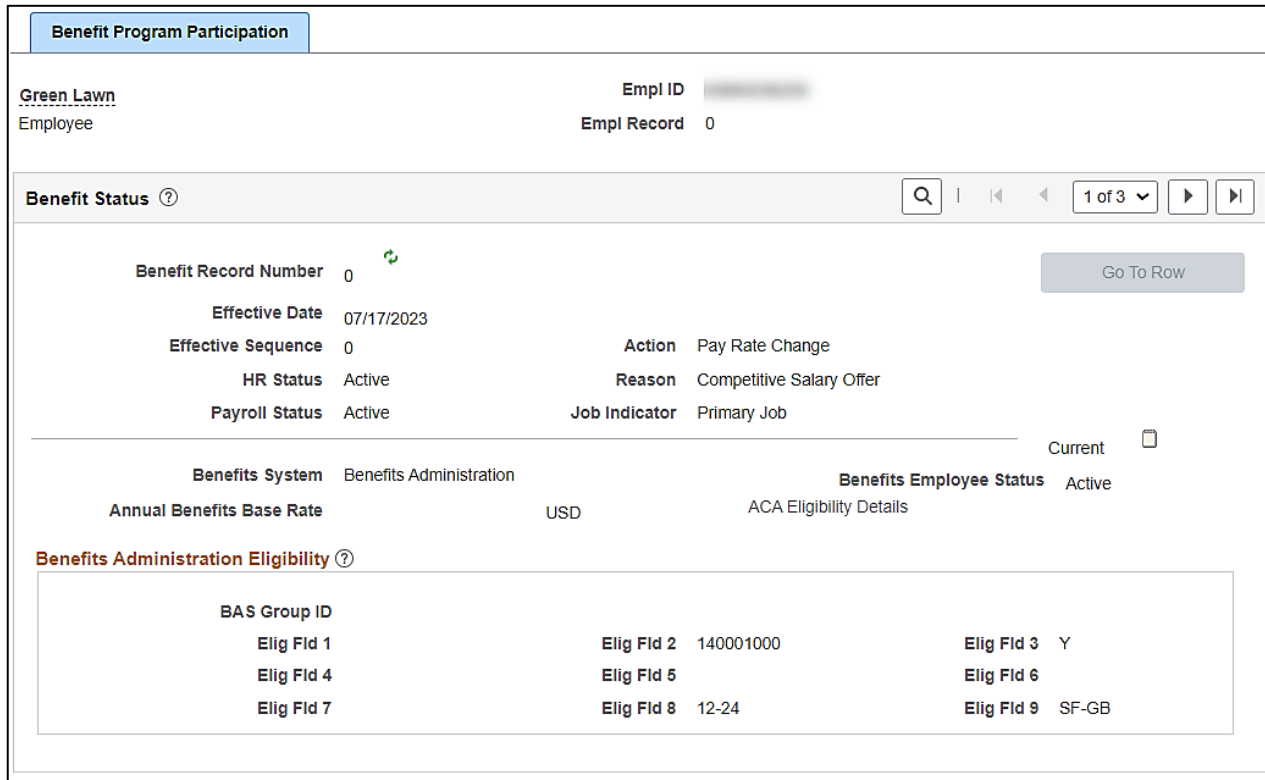
Viewing the Benefit Program Eligibility Participation Page in Job Data

The **Benefits Administration Eligibility** section houses the fields that determine which Agency is billed for an employee's benefits, whether the employee is responsible for completing and submitting their timesheet in Cardinal, the number of contract months, and number of payments per year.

Step	Action
1.	After viewing the **Compensation** tab (details in the previous section: Viewing the Compensation Tab in Job Data), click the **Benefits Program Participation** link at the bottom of any tab on the **Job Data** page.

The **Benefit Program Participation** page for the employee displays.

Benefits Administration Eligibility fields:

Field	Description	Impacts to Other Functional Areas
Elig Fld 1	Displays the VRS Eligibility Code which is populated by the VRS interface.	If incorrect, may cause benefit deduction and Additional Pay (VRS Code) issues.

Field	Description	Impacts to Other Functional Areas
Elig Fld 2	Displays the Healthcare Group ID which identifies which Agency to bill for health insurance premiums.	If incorrect, may cause benefit enrollment issues, and delay in vendor coverage.
Elig Fld 3	Displays who will enter time for the employee. Y – employee will enter or N – employee will not enter.	If incorrect, may affect access to timesheet.
Elig Fld 8	Displays the contract length and number of pays used for enrollment of the cash match.	If incorrect, may cause benefit enrollment and deduction issues.
Elig Fld 9	Displays the code that identifies the nature of the employee and how the health premiums are paid.	If incorrect, may cause benefit enrollment and vendor payment issues.

Benefits Program Participation Details section:

Benefit Program Participation Details ⑦			🔍 | ⏮ ◀ 1 of 1 ▼ ▶ ⏭ | View All
Effective Date 07/10/2023		**Currency Code** USD	
Benefit Program SAL		Salaried Employee Benefit Pgm	

Benefits Program Participation Details fields:

Field	Description	Impacts to Other Functional Areas
Effective Date	Displays the date the employee is eligible for benefit program selection.	If incorrect, may cause benefit enrollment issues.
Benefit Program	Displays the type of benefit program (i.e., Salary, Wage or Retirement).	If incorrect, inaccurate benefits and deductions applied.

Viewing the Employment Information Page in Job Data

The **Employment Information** page houses many importance service dates, employee's probation expiration date, and the employee's telework eligibility.

Step	Action
1.	After viewing the **Benefits Program Participation** page (details in the previous section: [Viewing the Benefit Participation Page in Job Data](#)), click the **Employment Data** link at the bottom of the page. Job Data **Employment Data** Earnings Distribution Benefits Program Participation

The **Employment Information** page for the employee displays.

Employment Information

Green Lawn
Employee

Empl ID ▓▓▓▓▓▓
Empl Record   0

Organizational Instance ⑦

Organizational Instance Rcd	0	Original Start Date	07/10/2023	☐ Override
Last Start Date	07/10/2023	First Start Date	07/10/2023
Termination Date			Years	Months	Days
Org Instance Service Date	07/10/2023	☐ Override ↻	0	8	12

Organizational Assignment Data ⑦

Instance Record

Last Assignment Start Date	07/10/2023	First Assignment Start	07/10/2023
Assignment End Date			
Home/Host Classification	Home		Years	Months	Days	Time Reporter Data
Company Seniority Date	07/10/2023	☐ Override ↻	0	8	12
Benefits Service Date	07/10/2023	☐ Override ↻	0	8	12
Seniority Pay Calc Date	07/10/2023	☐ Override ↻	0	8	12
VSDP Sick/PER Leave Efft Date	07/10/2023		0	8	12
Probation Date		Last Verification Date	
Business Title	Prog Admin Specialist II		

Employee Eligible for Telework?	Employee Eligible for Telework	Tenure Status/Contract Type
Alternate Leave Plan	☐ Alternate Work Schedule	
VSDP Enroll Date		
Agency Use Field 1	Agency Use Field 2	Agency Use Field 3

Organizational Assignment Data fields:

Field	Description	Impacts to Other Functional Areas
VSDP Sick/PER Leave Efft Date	This field is updated systematically using data in the **Veteran's Service Credit Months** and the **Annual Leave Eligibility Date** fields.	If incorrect, this will affect the employee's balance.
Probation Date	Displays the date the employee's probation expires.	N/A
Employee Eligible for Telework?	Displays whether or not the employee is eligible for a telework agreement.	N/A
Alternate Leave Plan	Displays the leave eligibility group for employees whose Agencies do not use Cardinal Absence Management.	If missing or incorrect, the leave accrual, leave balances, and reporting may be inaccurate.
VSDP Enroll Date	Displays the date provided to the VSDP program vendor to determine the original program enrollment date.	If missing or incorrect, may affect the employee's eligibility for Short Term Disability.

Person Employment Dates section screenshot:

Person Employment Dates fields:

Field	Description	Impacts to Other Functional Areas
Continuous State Service Date	Displays state employment time without any break in service.	If missing or incorrect, eligibility for severance and benefits at layoff could be calculated incorrectly.

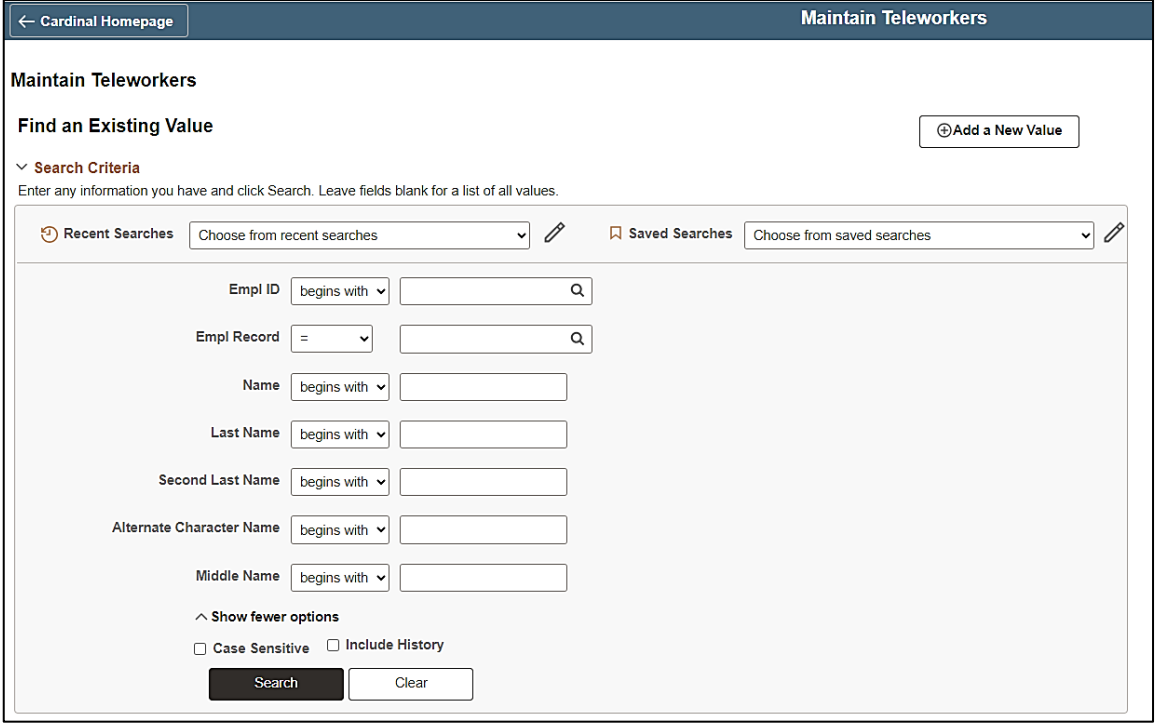| Field	Description	Impacts to Other Functional Areas
Annual Leave Eligibility Date	Is populated for all VPA covered employees and salaried employees for agencies that use Cardinal Absence Management.	If missing or incorrect, will impact the employee's leave accrual.
Previous State Service Months	Displays the months of prior service when an employee has had a break in service.	If missing or incorrect, employee's state service calculations, leave balances, and reporting would be inaccurate.
Veteran's Service Credit Months	Displays the months of military service the employee is getting credit for.	If missing or incorrect, leave balances and reporting would be inaccurate.
Total Service Credit Months	Displays the sum of Previous State Service Months and Veteran's Service Credit Months.	In missing or incorrect, the Annual Leave Eligibility Date, employee's leave balance, and reporting would be inaccurate.

Viewing the Maintain Teleworker Page

If an employee is eligible for a teleworker agreement, it is entered and maintained on the **Teleworker Status** page.

Use this page to review an employee's teleworker eligibility and agreement if one exists.

Step	Action
1.	Navigate to the **Maintain Teleworker** page using the following path: **NavBar > Menu > Workforce Administration > Job Information > Maintain Teleworkers**

The **Maintain Teleworkers Find an Existing Value** page displays.

ℹ️	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	Enter the employee's Employee ID in the **Empl ID** field. **Note**: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.

Step	Action
3.	Click the **Include History** checkbox option. ☐ Case Sensitive ☐ **Include History** ☐ **Correct History**
4.	Click the **Search** button. **Search** Clear

The **Maintain Teleworker** page displays (**Telework Status** tab).

Job Information section fields:

Field	Description	Impacts to Other Functional Areas
Position Eligible for Telework	If checked, indicates that the employee's position is eligible for telework.	N/A
Employee Eligible for Telework?	Identifies if the employee is eligible for a telework agreement or not.	N/A

Telework Details section fields:

Field	Description	Impacts to Other Functional Areas
Start and End Dates	Displays the start and end date of the telework agreement.	N/A
Approved Telework Days per Week	Displays the number of days per week teleworking is authorized for the employee.	N/A