

Cardinal Tech Upgrade – What to Expect in Cardinal HCM

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

This communication is being sent to all Cardinal HCM Core Users, ESS Time & Attendance Users, HR Directors, Payroll Officers, Interface Contacts, and AITRs.



As a reminder, all Cardinal applications will be unavailable to all users from **Friday, May 19 at 5:00 p.m. through Monday, May 22 at approximately 11:00 a.m.** due to technical upgrades. Batch processing will run as normal on Friday night, May 19. Refer to our last communication [here](#) for impacts.

Below you will find an outline of the changes you will see after the deployment of this upgrade on Monday, May 22, and how they will affect your use of Cardinal HCM.

HCM Homepage Changes

Impacts: All Users

- The **Cardinal Homepage** in HCM will look slightly different but will function the same.
- A new **Search Bar** will be available on the Homepage. This Search bar can be used to quickly search for a specific Cardinal page by name.
- The **Menu** tile will display in the **NavBar**, formerly known as Navigator. This feature is only available to Core Users (not ESS TA or ESS Only Users)
- Menu **Breadcrumbs** will be available in the **NavBar**. Breadcrumbs allow you to easily view the path and click on any part of the path to return to the selected menu.
- **Favorites** and **Recently Visited** will be available on the left side of the Cardinal Homepage for quick access.

Use the [NAV205 Overview of the Cardinal HCM Homepage](#) job aid to learn more about how to use the new features of the Homepage.

Enter Key Change

Impacts: Core Users and TA ESS Users with modify access

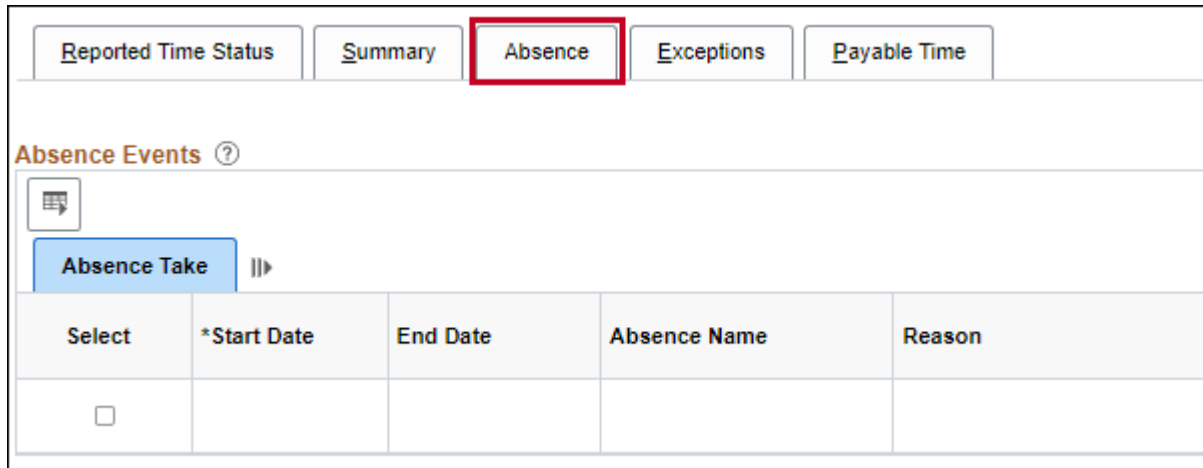
Instead of using your mouse to click in fields to enter values, the **Tab** key on your keyboard can be used to populate the selected value and navigate from field to field on the page. With this Technical

Upgrade, the **Enter** key on your keyboard **should not be used**, as values may not populate and be validated.

Timesheet Tab Change

Impacts: TA Core Users and TA ESS Users

When accessing your own Timesheet or another employee's Timesheet, the active tab can now be identified as the tab without the first letter underlined. There is no impact to tab functionality.



The screenshot shows a web interface with five tabs: 'Reported Time Status', 'Summary', 'Absence', 'Exceptions', and 'Payable Time'. The 'Absence' tab is highlighted with a red border. Below the tabs is a section titled 'Absence Events' with a help icon. Underneath is a blue button labeled 'Absence Take' with a play icon. Below the button is a table with the following structure:

Select	*Start Date	End Date	Absence Name	Reason
<input type="checkbox"/>				

Process Monitor Page Changes

Impacts: Core Users and VDOT TA ESS Users with reports access

When accessing the Process Monitor to verify that processes have completed and/or retrieve reports, you will find **new** buttons have been introduced. This includes:

- The **Clear** button clears the filters and sets them to their default values.
- The **Reset** button resets filters to the last saved values.
- The **Actions** dropdown field allows you to quickly navigate to the Message Log and View Log/Trace links.

Use the [NAV225_Generating an HCM Report](#) job aid to learn more about the new buttons/fields.

Please email the Cardinal team at ProjectCardinal@doa.virginia.gov with any questions you have, using "Cardinal Tech Upgrade - HCM" in the subject line.

Regards,

The Cardinal Team