

From: The Cardinal Project <cardinal-comms@public.govdelivery.com>
Sent: Friday, June 2, 2023 11:46 AM
To: Cardinal Project <ProjectCardinal@doa.virginia.gov>
Subject: Cardinal HCM: How to complete EEO-4 Demographic Data Review

This communication is being sent to HR Directors and HR Administrators of Executive Branch agencies (excluding Colleges and Universities).



EEO-4 Employee Demographic Data Review Deadline is Friday, June 9, 2023

Per DHRM Memorandum: **REMINDER! EEO-4 Reporting Memorandum** sent to Executive Branch Agencies on May 31, 2023, follow these steps to review employees' ethnic group and gender:

Run the V_HR_PERSONAL_DATA query and review the following fields:

Ethnic Group1

Address all NSPEC = Not Specified and/or blank data by either;

1. Determining correct ethnic group from personnel or I-9 files
2. Make update, if necessary
 - HR Admins can enter/update in **Workforce Administrator > Personal Information > Modify a Person > Regional** tab; **Ethnic Group** section

OR, if not an [HR upload interfacing agency](#)

- - Ask employees with **Not Specified or missing data** to self-report their Ethnic Group in ESS
 - **Navigation > Cardinal HCM > Personal Details** tile > **Ethnic Group** tab

Gender

Ensure all employees have the Legal Gender (not the Preferred Gender) accurately recorded. If inaccurate data is discovered:

1. **HR Admins** must make corrections in **Workforce Administrator > Personal Information > Modify a Person > Biographical Details** tab > **Biographical History** section

HR Admins can use the following resources for additional support:

- [HR351 Viewing and Modifying Personal Data](#)
- [NAV225 Running an HCM Query](#)

ESS Users with update access can use the following resource to self-report their Ethnic Group:

Note: Does **not** apply to HR upload agencies, your users only have view/read-only access to Cardinal Personal data

- [ESS How to View and Update Personal Data](#), page 16

Questions?

- EEO-4 Reporting questions should be directed the Office of Workforce Engagement Diversity and Inclusion Unit by emailing dei@dhrm.virginia.gov.
- Cardinal functional/technical questions, submit a help desk ticket to vccc@vita.virginia.gov and include “**Cardinal** - ...” in the subject line with a brief summary for routing.
 - In the email, provide detailed information about your issue (i.e., functional area, page, actions, error).
 - Be sure to include your name, email address, and a phone number where you can be reached.

Regards,
The Cardinal Team