# Table of Contents


Overview....2
Introduction....2
Online, Real Time Data Entry....3
Data Maintenance....3
Responsibilities....4
Agency HR/Benefits Administration....4
Time & Attendance Administrators....4
Agency Payroll and Fiscal Administration....4
Postion Records....5
Creating a Position Record....5
Payroll Charge Distribution....5
Employee Personal Records....6
Employee Search Match....6
Add a Person....6
Employee Identification (ID) Number....6
Employee Record....6
Employee Job Records....7
Attaching Employee to a Position to Create a Job Record....7
Work Groups....7
Assigning a Work Schedule....7
New Hires....8
Tax Elections....8
General Deductions....8
Direct Deposit....9
Additional Pay....9
Benefits Enrollment....10
Employee Rehires....11
Overview....11
Employee Tranfers....12
Intra-Agency Transfers....12
Internal Control....14
Internal Control....14
Records Retention....14
Time Period....14
Contacts....14
DOA Contact....14
Subject Cross References....15
References....15
Suggested Course Materials, Job Aids and Forms....15

# Overview

**Introduction**

In order to process payroll transactions for an employee, certain information about that employee must be set up in the system by human resources (HR) personnel. This information includes, but is not limited to, such things as a position record, an Employee ID, a personal record, and a job record. This topic gives a brief overview of the actions that are performed before the agency's payroll administrator accesses and manages the employee's data. Payroll administrators have view access to employee position, personal and job records. For information on position creation and employee setup, refer to Cardinal job aides, HR351, Managing Position Data, HR351, Employee Search Match, and HR351, Completing a New Hire.

The hire process is applicable to both salary and wage employees. This process is also used when transferring an employee from one agency to another. Refer to the job aid, HR351, Managing an Inter-Agency Transfer, for detailed instructions.

All agencies add new employees into Cardinal HCM either directly online or via an upload interface. The New Employee Add process involves entering employee personal information to create an employee record and associating the employee record with a position record by creating a job record. Key fields in employee setup include:

| Record type | Fields |
|---|---|
| Position record | department, location, reports-to position |
| Employee Personal record | name, date of birth, gender, marital status, social security number, address, phone number, email address |
| Employee Job record | compensation, job code, pay group, tax location code, FICA status |

When an employee's job data is entered, a position number has already been established, an employee search has been performed, and the employee's personal data has already been established in Cardinal HCM. The records listed above are also used to maintain the employee and associated job information following initial new hire processing. Time and Labor auto-enrollment processes and a work schedule is then established. Depending upon the type of employee, adding a new employee can also include entering tax elections, general deductions, and additional pay, as well as benefit enrollment. These processes are briefly described in this topic and covered in more detail in other CAPP topics, training courses, and job aids listed in the Subject Cross-Reference section at the end of this topic.

*Continued on next page*

## Overview, Continued

**Online, Real Time Data Entry**

Various online edits are performed to detect errors during entry of all employee and job data. If an error is detected, Cardinal notifies the user with an on-screen error message. When information is correctly entered, the record is updated when the record is saved.

**Data Maintenance**

During employment or re-employment, changes may be required to the employee's personal and/or job data information in the employee's Cardinal HCM record.

To review information on the employee's Personal Record, from the Navigator, choose Workforce Administration, then Personal Information, then Modify a Person. On the search page, enter the Employee ID, retrieve the record, and proceed to the relevant tabs to add an effective dated row. To update Job Data, choose Job Information from the Workforce Administration menu, then Job Data and search for the employee. Refer to Cardinal HCM course HR351 Cardinal Employee Data Setup and Maintenance as well as the Job Aids and CAPP Topics listed in the Subject Cross-Reference section of this topic for additional information.

## Responsibilities

**Agency HR/Benefits Administration**

Agency HR and Benefit Administrators:

- Are responsible for maintaining position records.
- Ensure Personal and Job Data records for new employees (includes rehires and transfers) are established promptly and reflect complete and correct information in all fields (including the eligibility fields on the Benefits Participation Program page). Refer to job aids HR351, Completing a New Hire, HR351, Completing an Inter-Agency Transfer, and BN361, Overview of the Eligibility Configurations Fields on the Cardinal Project website for more information. Incomplete or inaccurate information may adversely affect employee pay and benefits.
- Ensure EMPL Class, Standard Hours and FTE on the Job Information tab, Tax Location Code and FICA Status on the Payroll tab and Compensation Frequency on the Compensation tab of the Job Data record are correct and accurately reflects the physical location where work will occur.
- Set up Additional Pay records for payments made as static amounts on a regular basis in addition to regular pay. Refer to job aid HR351, Processing Additional Pays for detailed guidance.
- Ensure retirement, health and savings plan deductions are established as required.

**Time & Attendance Administrators**

TA Administrators:

- Assign Work Schedules to employees. See job aids, TA372, TL Setup Overview and TA Maintaining Employee Work Schedules for additional information.

**Agency Payroll and Fiscal Administration**

Agency payroll administrators:

- Review and establish employee tax data records to ensure compliance with federal and state regulations. See CAPP Topic 50315, *Employee Tax Maintenance*, and job aid, PY381, Maintain Employee Tax Information. Missing tax records will result in payroll errors and prevent payment to the employee.
- Review and/or add direct deposit records per employee direction. See job aid, PY381, Entering and Updating Direct Deposits.
- Establish General Deductions as necessary; Cardinal job aids, PY381, Creating, Updating and Stopping General Deductions; PY381, General and Benefit Deductions Codes.

## Position Records

**Creating a Position Record**

A position is approved outside of the system at the agency level prior to recruiting and hiring an employee to fill the position. Position numbers in Cardinal are prefixed with a three-character identifier matching the agency code (e.g., DOA, DOC). A position record is created in Cardinal and then an employee is hired into that position by the HR Administrator. Positions can be assigned to more than one employee (i.e., job sharing, dual incumbency, etc.) when all attributes of the position are applicable to all employees to be assigned. Refer to job aid HR351, Managing Position Data, for detailed information on how agency HR adds the position online into Cardinal HCM.

Note: It is not always necessary to create a new position for each new hire. Most newly hired employees will be placed into existing positions previously held by an employee who was promoted, transferred, retired, or terminated.

**Payroll Charge Distribution**

The payroll expenditure distribution for an employee's pay is defined at the position level but can be overwritten by the distribution entered on the timesheet, if enabled for the agency. If the earnings distribution codes are blank on the timesheet and position record, then Cardinal uses the distribution for the department with which the employee is associated. Missing distributions found during payroll processing will be charged to agency default distribution values. For more information, see Cardinal job aids, HR351, Position Chartfield Assignment and Update, PY381, Chartfields Distribution Examples and TA371, Entering Chartfield Details on the Timesheet on the Cardinal Project website.

# Employee Personal Records

**Employee Search Match**

Before the HR Administrator adds the employee's personal and job data, a validation must be performed to determine that the employee's social security number is not already in Cardinal or, if the employee is already in Cardinal, to obtain the existing Employee ID. Refer to job aid, HR351, Employee Search Match, for detailed information.

**Add a Person**

If the employee is not found in Cardinal, the first step in adding an employee is entering the employee's personal information, including name, address, and other biographical information. Refer to Cardinal job aid, HR351, Completing a New Hire, for detailed information.

**Employee Identification (ID) Number**

Each person will have only one employee identification (ID) number, even if that person holds more than one job at one or more agencies. The employee ID is a statewide number generated by Cardinal when the agency enters the employee's new hire personal data.

**Employee Record**

Each employee is assigned an Employee Record (Empl Rec) number upon employee setup. An employee may have multiple Employee Records if the employee has more than one job.

If the employee has no previous employment entered in Cardinal HCM, the initial setup of the employee results in an Employee Record zero (0). Each additional job that is added will increment the Employee Record by one (i.e., Employee Record 0, Employee Record 1, Employee Record 2, etc.). Multiple jobs can exist either in the same agency or in separate agencies.

# Employee Job Records

**Attaching Employee to a Position to Create a Job Record**

Once the employee's personal data has been added and the organizational relationship of "Employee" has been established, the Job Data record is updated by the HR Administrator, adding the position and other job record values. Typically, there is a one-to-one relationship between a position and a job. Refer to Cardinal job aid, HR351, Completing a New Hire, for detailed information.

**Work Groups**

Once the employee's job record is added, they are auto enrolled into a workgroup, and then a work schedule is assigned. See job aid TA372, TL Setup Overview. Workgroups are groups of employees that share compensation and rule processing requirements for time reporting, FLSA reporting, and approvals. The Workgroup is a 9-character acronym where each value identifies a characteristic of the Time Reporter, such as Employee Type (Hourly or Salaried), Pay Cycle, (Semi-Monthly, Monthly).

**Assigning a Work Schedule**

An agency's Time and Attendance administrator manually assigns a work schedule to all hourly and salaried employees to facilitate time and absence processing. Work schedules play a crucial role in applying/validating overtime, absences, holidays, and in reporting for salaried employees. Impacts of the employee work schedule include:

- Employees who are Exception Time Reporters are assumed to have worked the designated work schedule unless exceptions are reported on their timesheet.
- Time reporting rules will generate timesheet exceptions where the system uses the schedule to determine if there are issues with the hours reported compared to a rule.
- Schedules are used to help determine the pay period hourly rate for pay docking transactions.
- Absence request hours are calculated using the employee's work schedule (applies to agencies using Cardinal HCM for absence management).

Refer to job aid TA Maintaining Employee Work Schedules for detailed information.

## New Hires

**Tax Elections**

In Cardinal, every employee must have a federal, state, and local (if applicable) tax record set up in order to be paid. Newly hired employees default with a Tax Setup using Resident and Work State from the Tax Location field on employee Job Data record. Records are created with default values for marital status and exemptions per Federal and State requirements. Employees must complete the appropriate withholding form to make changes to tax information (e.g., Federal W-4, Virginia VA-4) and submit to the agency payroll administrator.

Employees with multiple jobs within the same agency will have one tax record for both jobs. Employees with multiple jobs across agencies will have one tax record for each agency. Payroll Administrators are responsible for completing the employee tax set up.

Refer to job aid, PY381, Maintain Employee Tax Information, for detailed instructions. See CAPP topic 50315, *Employee Tax Maintenance*, for additional information.

**General Deductions**

General deductions are established for those deductions not associated with a retirement, savings plan, or health insurance benefit. General Deductions, including Purchase of Prior Service agreements and Prior Year FSA deductions can be both pre-tax and post-tax based on setup from the General Deductions or Garnishment tables in Cardinal. Deductions must be set up at the Agency level for employees to be eligible.

Payroll administrators manually update the employee's general deductions after initial setup when:

- Source documents are received
- A new general deduction needs to be created
- A general deduction needs to be updated
- A general deduction needs to be stopped

See CAPP topic 50465, *General Deductions*. Refer to job aid PY381, Creating, Updating, and Stopping General Deductions, for detailed instructions.

*Continued on next page*

## New Hires, Continued

**Direct Deposit**

Direct Deposit (also known as EFT, Electronic Funds Transfer) of payroll allows employees to have pay electronically deposited in the following ways:

- Directly into their savings and/or checking account(s)
- Directly to a COVA Pay Card that will accept ACH credit transactions
- Distributed to Virginia529 - College Savings Plans (VA529) – with Tuition Track Portfolio (TTP), prepaid education (VPEP) and savings trust (VEST) investment options
- Applied to Virginia State Employee Loan Program (VSELP) loan payments

Direct deposit records are not deduction records and are not attached to a specific agency. Employees have one set of direct deposit records, regardless of whether the employee is paid by one or more agencies. Distribution of payments is the same whether payments are made to the employee in one check or multiple checks. For example, if an agency elects to pay a bonus to an employee in a separate check from the employee's regular pay and the employee has direct deposit accounts with VSCP and VSELP, deposits will be made from both the regular pay and the bonus pay.

Effective March 30, 2020, direct deposit or use of prepaid debit card became mandatory for all salaried and wage employees, with few exceptions. Employees must complete an **Employee Direct Deposit Authorization** form and submit it to agency payroll to be kept on file. Employees with email addresses maintained in Cardinal HCM will receive email notifications when changes are made to direct deposit records.

See CAPP topic 50445, *Direct Deposit*. Refer to Cardinal job aid, PY381, Entering and Updating Direct Deposits for additional information and detailed instructions.

**Additional Pay**

Additional pay refers to earnings that are paid on a regular, recurring basis in the same amount each period. Once set up in Cardinal HCM by the HR Administrator for an employee, it is automatically processed at the same time as regular payroll. Refer to the "Processing Additional Pays" Job Aid for the steps to set up an additional pay in Cardinal. Refer to HR351, Processing Additional Pays for a list of available additional pay codes in Cardinal HCM. See CAPP Topic 50515, *Special Payments*, for more information.

*Continued on Next Page*

## New Hires, Continued

**Benefits Enrollment**

Benefit plans available for a new employee are based on the benefit program assignments made within the Benefits Program Participation tab during the Employee Add process. Detailed enrollment data entry will be completed by the agency's Benefits Administrator or by the employee in Employee Self Service. Payroll Administrators have access to view employee benefits information once established. Refer to PY351, Completing a New Hire, for more information.

# Employee Rehires

**Overview**

The definition of a "rehire" is defined as an employee who previously worked at the agency where the employee is being rehired. If a former state employee is being hired into an agency where they have no prior employment history, then the employee is considered a new hire. Follow the steps above for a new employee add.

The following describes the overall process of manually entering online into Cardinal HCM an employee record for a person who has been rehired into the same agency.

Before an employee can be entered into Cardinal HCM as a rehired employee using the same employee ID record, the following conditions must be met:

- An employee record exists in Cardinal HCM for this person and has an HR status of Inactive (terminated, suspended, on leave of absence, or on short or long term disability).
- The employee was most recently a salaried employee and is being rehired into a salaried position at the same agency, or the employee was most recently an hourly employee and is being rehired into an hourly position at the same agency.
- An available Position record exists in Cardinal HCM and is associated to the job into which the employee is being hired.

If these conditions do not exist, enter the rehired employee into Cardinal HCM as a new employee.

To enter a rehire using the same employee ID record, search for the employee ID number on the Job Data screen and add a new effective dated row to the job record using an Action value of "Rehire" and a Reason value of "Rehire". Proceed to update other fields as necessary. Refer to Cardinal job aids, PY351, Employee Search Match, and PY351, Completing a Rehire, for detailed instructions. Refer also to HR351, Cardinal Employee Data Setup and Maintenance found under Course Materials on the Cardinal Project page for Learning.

# Employee Transfers

**Intra-Agency Transfers**

Intra-Agency Transfers are the movement of employees from one position to another within the same agency. The agency human resources department updates the employee's Job Data page and all applicable data fields (e.g., compensation).

The Action and Action Reason fields maintain active HR and Payroll Statuses.

When completing a change from a wage position to another wage position, HR Administrators will simply insert a row and select the Action of "Transfer" and the applicable reason.

If moving an employee from a Salary position to a Wage position, treat the salary record as a termination and the wage record as a Hire.

For detailed information on Intra-Agency Transfers, refer to job aid HR351, Managing the Intra-Agency Transfer Process.

*Continued on next page*

## Employee Transfers, Continued

**Inter-Agency Transfers,** continued

An Inter-Agency Transfer is defined as the movement of an employee from one agency to another agency.

Verify that all necessary data is in hand prior to moving forward with keying the transfer transaction into the new agency. HR Administrators verify that the correct position number is known and that the position includes the correct information. The position will default the applicable salary plan and grade and HR updates the employee's job data.

The sending and receiving agencies coordinate the effective date of the termination (sending) and the effective date of the hire (receiving). The Action/Reasons "Transfer Out" and "Transfer In" ensure the employee maintains an active Benefits Status.

The receiving agency adds a new employee instance (employee record) during the hiring process. If the employee is returning to an agency, use the employee's original employee record from that agency during the rehire transaction.

The Action/Reason of "Transfer In" reactivates the employee's HR and Payroll Status after they are terminated by the sending agency. The coordinated effective date ensures the employee does not experience a break in service.

Update additional job data (e.g., compensation) information, as applicable.

The Benefits Administrator will need to re-elect benefit elections of the employee once the transfer process to the receiving agency is complete. Refer to Cardinal job aid, BN361, Benefits Quick Reference Guide for more details.

For detailed information on Inter-Agency Transfers, refer to Cardinal job aid, HR351, Managing an Inter-Agency Transfer.

## Internal Control

**Internal Control**

Agencies are responsible for verifying information pertaining to additional pays is complete, properly authorized, and has been entered accurately into the system.

Access to employee personal data, as well as any page that contains confidential employee information, is restricted to agency staff that are assigned the appropriate Cardinal HCM roles.

Policies and procedures must be established to ensure the proper segregation of duties and review of information entered into the system, before payments are processed. Payroll actions in Cardinal HCM are a shared responsibility of the person(s) who collects and processes the source documents and the fiscal managers who must oversee the payroll operations to ensure consistent application of internal control procedures. Refer to the Statewide Cardinal Security Handbook for more details on roles.

## Records Retention

**Time Period**

All payroll records should be retained for five (5) years or until audited, whichever is later.

Destruction of records must be in accordance with policies and procedures of the Records Management Section, Library of Virginia.

Agency policy and procedures determine the retention of the related agency source documents/records. See CAPP topic 21005, *Records Retention and Disposition*, for additional information.

## Contacts

**DOA Contact**

State Payroll Operations
Voice: (804) 225-2245
E-mail: Payroll@doa.virginia.gov

## Subject Cross References

**References**

CAPP – Topic No. 21005, *Records Retention and Dispositions*
CAPP – Topic No. 50315, *Employee Tax Maintenance*
CAPP – Series No. 50400, *Deduction Information*
CAPP – Topic No. 50445, *Direct Deposit*
CAPP – Topic No. 50465, *General Deductions*
CAPP – Topic No. 50515, *Special Payments*

Refer to suggested training course materials, job aids and forms for data entry and processing on the Cardinal website: http://www.cardinalproject.virginia.gov/.

**Suggested Course Materials, Job Aids and Forms**

The following can be found on the Cardinal Website, under Learning – Course Materials:

HR351 Cardinal Employee Data Setup and Maintenance
PY381: Agency Payroll Management

The following can be found on the Cardinal Website, under Learning – Job Aids:

HR 351 Managing Position Data
HR 351 Employee Search Match
HR 351 Completing a New Hire
HR 351 Managing an Inter-Agency Transfer
HR 351 Processing Additional Pays
HR 351 Managing the Intra-Agency Transfer Process
PY 381 Additional Pay Earnings Codes
PY 381 Creating, Updating, and Stopping General Deductions
PY 381 Entering and Updating Direct Deposits
PY 381 Maintain Employee Tax Information
TA 373 Maintaining Employee Work Schedules