



<b>Volume No. 3 – Automated System Applications</b>	<b>TOPIC NO.</b>	<b>70220 – Cardinal</b>
<b>Section No. 70200 – Cardinal</b>	<b>TOPIC</b>	<b>Cardinal Security</b>
	<b>DATE</b>	<b>November 2021</b>

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## Overview

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### Introduction

The Commonwealth utilizes the Cardinal System to facilitate several key administrative functions. The system is comprised of three main applications:

- Cardinal Financials (FIN)
- Cardinal Human Capital Management (HCM)
- Cardinal Business Intelligence (BI)

The Cardinal Security Team is responsible for processing Cardinal access requests for the Cardinal System.

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## Policy

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### Cardinal Access Control

Cardinal Access Control is maintained by the Agency through their **Cardinal Security Officers (CSO)** and by the Cardinal Security Team. The Cardinal Security Form must be completed by the CSO, have the required approval signatures, and then submitted to the Cardinal Security Team in order for access to be granted to Cardinal. End user training on Cardinal functionality and processes may also be required prior to access being granted.

Cardinal access is granted through security role(s), which are given to an employee based on the specific work they do as part of their job. The **Cardinal Security Handbook** contains a description of each security role. See *Agency Requirements* for further guidance.

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## Policy, continued

### Agency Requirements


Agencies must have sufficient and adequate controls and security over their data and systems.

Agencies should have policies and procedures in place for granting and periodically reviewing access to 1) Cardinal and 2) agency-based information systems. Access should be based on absolute necessity and use. Individuals who do not use their access frequently in the course of performing their job functions should have their system access removed. These procedures should also include processes for timely removal of system access for employees that have left the agency. The policies and procedures should include regular review and approval of access granted to users, as well as the maintenance of documentation of user additions, deletions and periodic user access reviews.

Agencies should develop and implement procedures, guidelines, and business practices that facilitate the safekeeping of critical Cardinal data, which includes both personal and financial data. Agencies should ensure compliance with the Commonwealth’s Information Security Standard contained in the current version of the ITRM Standard SEC 501 maintained by the Virginia Information Technologies Agency (VITA).

**Agencies are also responsible for ensuring employees understand their roles in internal control over the transactions entered into Cardinal. The agency should have policies and procedures for all business processes.**

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## Policy, Continued,

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### Cardinal Security Form

To gain access to Cardinal, a **Cardinal Security Form** must be completed, signed by the user, and approved by the individual’s supervisor, the agency Cardinal Security Officer (CSO), and the Department of Accounts (DOA) General Accounting (if applicable). It must then be submitted to the Cardinal Security Team for processing. Access should be granted based on the specific work that an employee needs to perform and the associated Cardinal security role(s) that allow those duties to be completed.

It is the agency’s responsibility to maintain proper documentation of the approval of access that has been granted to their Cardinal users. The agency is responsible for developing and maintaining sufficient internal controls over Cardinal access, which includes developing policies and procedures over the process of adding, changing, and deleting user access.

A CSO cannot authorize their own access. The secondary CSO must complete and submit the Cardinal Security Form for the primary CSO.

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## Cardinal Security Officer

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### Introduction


Each agency is responsible for selecting **two key individuals** to be designated as Cardinal Security Officers (CSOs). These designations should be noted on the agency’s **Authorized Signatories Form (DA-04-121)**. If the CSO changes, an updated **Authorized Signatories Form** should be submitted to DOA as soon as possible.

The Cardinal Security Officers must list their contact information (phone and e-mail) on the **Authorized Signatories Form (DA-04-121)**. This information will be utilized by the Cardinal Security Team as part of processing the Cardinal Security Form.

For further information on the **Authorized Signatories Form**, please refer to CAPP Topic No. 20310, *Expenditures*.

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## Cardinal Security Officer, continued

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### Duties and Responsibilities of the CSO

The duties and responsibilities of the CSO are as follows:

- Sign the Cardinal Security Forms
- Sign the Annual Cardinal Security Review Certification Form on behalf of the agency (Business Unit)
- Ensure and certify that the requested user roles are in accordance with the **Cardinal Statewide Security Handbook**
- Serve as the Cardinal security liaison between their Business Unit and the Cardinal Security Team to resolve Cardinal user security issues
- Control an agency's access to Cardinal
- Ensure adequate internal controls exist within the agency to prevent unauthorized access to Cardinal, the Cardinal data and datasets used to submit data to Cardinal. Note: It is the agency's responsibility to design and implement these controls. See subsection entitled *Agency Requirements*
- Ensure maintenance of documentation of the approval of access that has been granted to Cardinal users, including the periodic review of that access
- Submit timely security deletion requests for staff who should no longer have access to Cardinal
- Ensure receipt of current Cardinal policies, procedures, and subsequent updates related to Cardinal security and perform prompt dissemination to affected agency personnel

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## Cardinal Security Officer, continued

**Agency  
Cardinal  
Acknowledgement**

The Cardinal Security Officers listed on the Authorized Signatories Form have been granted authority to add, change, and delete users in Cardinal that are both preparers and approvers of transactions in Cardinal. Persons granted select approver roles in Cardinal have the authority to approve and release revenue and expenditure documents and transactions for their agency, department or institution, as well as transactions impacting human resource and health benefits records. By approving a transaction in Cardinal, the agency, department, or institution, and its employees and agents, agree to the certifications contained in the Commonwealth’s Accounting Policies and Procedures (CAPP) Manual, and/or Department of Human Resource Management Policies, for the applicable transaction.


**Employee  
Notification of  
Responsibilities**

With the exception of the initial security access granted through Cardinal implementation of the role mapping task, users must sign the Cardinal Statewide Security Access Form, which contains an acknowledgement that transactions entered into Cardinal should be in accordance with applicable CAPP Topics, and/or Department of Human Resource Management policies. However, the agency is responsible for ensuring employees understand their roles in internal control over the transactions entered into Cardinal. The agency should have policies and procedures for all business processes. See *Agency Requirements* for more information.

**Cardinal  
Statewide  
Security  
Handbook**

The **Statewide Cardinal Security Handbook** is attached hereto as Exhibit A. The Cardinal security roles are explained in detail in the handbook by role, description, separation (segregation) of duties requirements, and other role considerations.

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## Cardinal Security Officer, continued

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### Segregation of Duties Policy Exceptions


Agencies that are very limited on staff may request an exception to the segregation of duties requirements contained in the Cardinal Statewide Security Handbook by submitting an exception request that includes the following:

- a written justification to DOA’s Director of General Accounting,
- an exception request signed by the Agency Head
- a description of the internal controls implemented by the agency to mitigate the lack of segregation of duties.

DOA will notify the Agency and the Cardinal Security Team when the Exception is granted.


### DOA Contact

Assistant Director, General Accounting

 (804) 225-3325

 [gacct@doa.virginia.gov](mailto:gacct@doa.virginia.gov)

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## Transfer File Security for Interface Agencies

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### Transfer File Security


Agencies that utilize their own internal financial and/or human resource systems and interface (transfer) files to Cardinal must have sufficient and adequate controls and security over the data and systems. This includes, but is not limited to:

- **Access controls:** Agencies should have policies and procedures in place for granting and periodically reviewing access to 1) internal administrative systems, 2) Cardinal, and 3) supporting information systems. Access should be based on absolute necessity and use. Individuals who do not use their access frequently in the course of their jobs should be removed. These procedures should include processes for removing access timely for employees that have left the agency. The policies and procedures should include review and approval of access granted as well as the maintenance of documentation of user additions, changes, deletions and periodic user reviews.
- **Information Security:** Agencies should develop and implement procedures, guidelines, and business practices that facilitate the safekeeping of critical data, which includes financial and/or personal data. Agencies should ensure compliance with the Commonwealth’s Information Security Standard contained in the current version of the ITRM Standard SEC 501 maintained by the Virginia Information Technologies Agency (VITA). **Agencies are responsible for ensuring the secure transfer of accurate and complete data to Cardinal.**

See CAPP Topic No. 70210, *Cardinal Agency Interfaces*, for account access forms and security protocols for file transfer.

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## Internal Controls

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### Internal Control

The control of an agency’s access to Cardinal is vital. The CSO is responsible for ensuring the existence of a comprehensive system of internal control over both online and offline access to Cardinal data. This access control is vital to ensure the integrity of accounting and human resource transactions submitted to Cardinal. See the subsections *Agency Requirements* and *Transfer File Security* for more information. The internal controls must be documented sufficiently to allow examination by the Auditor of Public Accounts. DOA is not responsible for the existence, design, or function of such internal control systems. See CAPP Topic No. 10305, *Internal Control*, for further guidance.

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## Records Retention

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### Records Retention


Cardinal access records and documentation must be retained for three (3) years or until audited by the Auditor of Public Accounts, whichever is longer. See CAPP Topic No. 21005, *Records Retention and Disposition*, for further guidance.

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## Contacts

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### Assistant Director, DOA General Accounting

 (804) 225-3325  
 [gacct@doa.virginia.gov](mailto:gacct@doa.virginia.gov)

### Cardinal Security

 [Cardinal.Security@doa.virginia.gov](mailto:Cardinal.Security@doa.virginia.gov)

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## Subject Cross References

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### References

CAPP Topic No. 10305, *Internal Control*  
CAPP Topic No. 21005, *Records Retention and Disposition*  
CAPP Topic No. 20310, *Expenditures*  
CAPP Topic No. 70210, *Cardinal Agency Interfaces*

Department of Human Resource Management Policies

Refer to suggested job aids and training information for data entry and processing on the Cardinal website: <http://www.cardinalproject.virginia.gov/>

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## Suggested Forms and Job Aids

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### Suggested Forms and Job Aids

The following can be found on the Cardinal Project Website, under Resources > Security:

**Statewide Security Access Form (SE-SW-001-R1)**

**Instructions for Security Access Form (SE-SW-001-R1)**

Additional job aids and training materials are available on the Cardinal Project Website.

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## **Exhibit A: Cardinal Security Handbook – Statewide**

*Cardinal Statewide Security Handbook starts on page 12.*

Summary of Cardinal Security Handbook Changes as of October 1, 2021:

1. New roles added to the handbook
  - a. Accounts Payable Roles
    - i. HCM Voucher Processor
  - b. Benefits Roles
    - i. Benefits Administrator
    - ii. Benefits Read Only
  - c. Human Resources Roles
    - i. HR Administrator
    - ii. HR Position Management
    - iii. HR Manager Reports
    - iv. HR Read Only
  - d. Payroll Roles
    - i. Payroll Administrator
    - ii. Payroll Read Only
    - iii. SPOT Approver
    - iv. Payroll Budget Processor
  - e. Time and Attendance Roles
    - i. Absence Administrator
    - ii. Absence Supervisor
    - iii. Time and Labor Administrator
    - iv. Employee TL Setup
    - v. Time and Labor Supervisor
    - vi. Timekeeper
    - vii. TA Interface Admin



# **Statewide Security Handbook**

**September 2021**

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## **Cardinal Security Handbook**

The Cardinal Security Handbook should be used in conjunction with the Cardinal Security Access Form and instructions to request the appropriate Core user access to the Cardinal system applications (Financials, Human Capital Management and Business Intelligence). Core user access is access that is required beyond Employee Self-Service (ESS) access.

The Cardinal system utilizes a combination of roles and permission lists to grant access to the Core user. Each agency is established as a Business Unit in Cardinal and each user in Cardinal is assigned a Primary Permission List for each applicable application. These permission lists determine the Business Unit(s) that the user can access within the application. The purpose of Primary Permission List is to prevent users from being able to modify or view data for other agencies. A user can only view, enter, or process transactions for Business Units included in their Primary Permission List.

Roles provide access to pages (functions) within Cardinal. Users need to be assigned the appropriate roles in the Cardinal System to have access to do their jobs. This Cardinal Security Handbook is designed to help agencies determine the correct roles for Cardinal users.

The following sections of this handbook are applicable for all Cardinal applications.

## **Cardinal Security Officers (CSO)**

The Cardinal Security Officers listed on the Department of Account (DOA) Authorized Signatories Form (DA-04-121) have been granted authority to authorize the Cardinal Security Team to add, update and delete users in Cardinal that are both preparers and approvers of transactions in Cardinal. By approving a transaction in Cardinal, the agency, department or institution, and its employees and agents, agree to the certifications contained in the Commonwealth Accounting Policy and Procedure Manual for the applicable transaction.

## **Cardinal Security Form**

The Cardinal Security Form must be completed by the applicable agency's Cardinal Security Officer (CSO). The form should include required signatures prior to submitting to the Cardinal Security Team, in order for access to be granted in Cardinal.

The Cardinal Security Form (SE-SW-001-R1) can be found on the Cardinal website at [www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov).

Use this form to:

- Assign users to roles within Cardinal
- Update existing Cardinal user information
- Lock out users no longer requiring access to Cardinal

The Cardinal Security Officer will submit the completed form to the Cardinal Security mailbox at: [cardinal.security@doa.virginia.gov](mailto:cardinal.security@doa.virginia.gov)

## **Primary Permission Lists**

Primary Permission lists grant the user access to view, enter or process transactions (as authorized via the corresponding Cardinal User Roles) for all Business Units included in the Primary Permission lists. For information on these lists, please reference the Cardinal Primary Permission list spreadsheet on the Cardinal Project website at [www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov).

When requesting access to Primary Permission lists designated as a "Statewide Access Group", it is the Agency Cardinal Security Officer's responsibility to ensure Agency Management is aware of, and concurs with, the user's need to access statewide information in order to perform assigned job duties. The agency also acknowledges adequate procedures and internal controls have been implemented at the agency to help ensure all extracted/downloaded data is stored and maintained in accordance with VITA Information Technology Resource Management (ITRM) Standard SEC501-09.

In addition to the requirements stated above, any Cardinal Security Form requesting access to a Statewide Primary Permission Lists will require approval/signature from a designated Cardinal DOA Approver.

## Cardinal User Roles

Use the Cardinal Security Handbook as a reference when completing the Cardinal Security form, as it defines Cardinal roles by functional area.

You will find the following information in the handbook regarding Cardinal roles:

- Descriptive Role Names
- Role Descriptions & Other Role Considerations
- Segregation of Duties (SOD)/Restricted Roles
- Additional Approvals Required

## Segregation of Duties Policy Exceptions

Several combinations of Cardinal security roles are noted as potential Segregation of Duty (SOD) conflicts in this handbook. As a general rule, SOD role combinations will not be granted to Cardinal users. Exceptions can be requested by agencies with limited staffing or special circumstances. Before completing or submitting a security form where a SOD role combination conflict is being requested for a user, the agency should first complete the following steps in order to obtain approval for an agency SOD conflict exception.

- Submit a written request on agency letterhead and signed by the Agency Head to DOA's Director of General Accounting (email: [gacct@doa.virginia.gov](mailto:gacct@doa.virginia.gov)) that includes:
  - Exception requested
  - Justification for the exception
  - Description of the internal control implemented by the agency to mitigate the lack of separation of duties

DOA General Accounting will notify the agency in writing if the exception is granted. Once the SOD Exception has been approved by DOA General Accounting, the agency should take the following additional steps when submitting a Cardinal Security Form (SE-SW-001-R1) for any user requesting SOD conflicting role combinations:

- Complete the Cardinal Security form (flagging the SOD Exception), attach a copy of the DOA General Accounting notification granting approval of the **applicable** agency exception
- Scan and email the form and exception approval notice to DOA's Director of General Accounting (email: [gacct@doa.virginia.gov](mailto:gacct@doa.virginia.gov))
- DOA General Accounting will sign the form, scan and email the approved form to Cardinal Security at [cardinal.security@doa.virginia.gov](mailto:cardinal.security@doa.virginia.gov) and to the Cardinal Security Officer for that agency.

## Buddy Roles

In some cases, two roles in Cardinal must be assigned together for the user to have the appropriate access to perform system tasks (e.g., in HCM the Absence Supervisor role needs the Time & Labor Supervisor role). If you select a role on the security form that has a buddy role associated with it and it is not checked on the form, the form will be rejected until all roles are selected properly.



The following sections of this handbook are applicable for the Cardinal Financials (FIN) application.

## Accounts Payable User Roles

Accounts Payable (AP) is the main source of all non-payroll payment information for a financial entity. AP includes the following processes:

- Establish and Maintain Suppliers
- Enter and Process Vouchers
- Expense Processing
- Process Payments
- Process 1099

## AP User Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Supplier Conversation Processor</b> <b>V_AP_COVA_VENDOR_CONVERSATION</b>	This role is for users routinely involved in the Supplier Procure to Pay process who have a need to interact with suppliers. his role has access to: <ul style="list-style-type: none"> <li>• Record Supplier Conversations</li> </ul>	N/A	N/A
<b>Voucher Processor</b> <b>V_AP_COVA_VOUCHER_PROCESSOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter and maintain vouchers</li> <li>• Review voucher accounting entries</li> <li>• Delete vouchers</li> </ul>	This role should not be given to a user with the <b>Voucher Approver</b> role.	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Special Voucher Processor</b> <b>V_AP_COVA_SPEC_VCHR_PROCESSR</b>	<p>This role has access to everything the Voucher Processor has. In addition, this role has access to:</p> <ul style="list-style-type: none"> <li>Manually schedule payments</li> <li>Record manual payments</li> <li>Update vouchers with payment offsets (liens, garnishments)</li> <li>Unpost Vouchers</li> <li>Close vouchers</li> <li>Place holds on vouchers</li> <li>Mark vouchers as Separate Payment</li> </ul> <p>This role is the only role that is able to update/ correct Scheduled Due Date when the 00 or 00PP pay term is used.</p>	<p>This role should not be given to a user with the <b>Voucher Approver</b> role</p>	<p>Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a>. (see SOD section of handbook for further instructions)</p>
<b>Voucher Approver</b> <b>V_AP_COVA_VOUCHER_APPROVER</b>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>Approve vouchers</li> </ul>	<p>This role should not be given to a user with the <b>Voucher Processor, Petty Cash Processor Special Voucher Processor</b> or <b>Workflow System Administrator</b> roles.</p>	<p>Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a>. (see SOD section of handbook for further instructions)</p>
<b>HCM Voucher Processor</b> <b>V_AP_HCM_VCHR_PROCESSOR</b>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>Enter and maintain vouchers</li> <li>Review accounting entries</li> <li>Delete vouchers</li> <li>Use HCM vendors on a voucher</li> </ul> <p>Only users with this role will be able to use HCM Vendors on a Voucher. This role should be assigned to a user in the financials organization.</p>	<p>This role should not be given to a user with the Statewide <b>Voucher Approver</b> roles in Cardinal FIN.</p>	<p>Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a>. (see SOD section of handbook for further instructions)</p>

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Voucher Upload Error Reporter</b> <b>V_AP_COVA_VCHR_ERROR_REPORTER</b>	This role has access to: <ul style="list-style-type: none"> <li>View and execute the voucher upload error report.</li> </ul> Note: This report can contain sensitive data, so this role should only be assigned to authorized users based on agency secure data policies.	This role is only available for <b>interfacing agencies</b>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD/Restricted section of handbook for further instructions)
<b>Payment Reconciler</b> <b>V_AP_COVA_PAYMENT_RECONCILER</b>	This role has access to: <ul style="list-style-type: none"> <li>Manually reconcile petty cash payments</li> </ul>	N/A	N/A
<b>1099 Administrator</b> <b>V_AP_COVA_1099_ADMINISTRATOR</b>	This role has access to: <ul style="list-style-type: none"> <li>Create 1099 reporting file to IRS</li> <li>Create supplier Copy- B reports</li> <li>Run 1099 processes</li> <li>Make adjustments for 1099 reporting</li> <li>Run 1099 reports and queries containing sensitive data</li> </ul> This role will have access to sensitive data, as it will be able to view Supplier TIN on the supplier record.	N/A	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Expenses Employee</b> <b>V_AP_COVA_EXPENSES_EMPLOYEE</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter travel authorizations</li> <li>• Enter cash advances</li> <li>• Enter expense reports for self or as a proxy to others</li> <li>• View their own employee profile</li> <li>• Delete travel authorizations</li> <li>• Delete cash advances</li> <li>• Delete expense reports</li> <li>• Cancel travel authorizations</li> </ul> Users with this role must be designated by the agency as an Expense Proxy.	This role should not be assigned to Non-employees only if they will be entering expenses on behalf of others. <b>(requires note on the form stating this when requesting for non-employees that user will be entering on the behalf of others)</b>	N/A
<b>Expenses Processor</b> <b>V_AP_COVA_EXPENSES_PROCESSOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Reconcile cash advances</li> <li>• Close expense reports</li> <li>• View expense accounting entries</li> <li>• Authorize an employee to enter expenses on behalf of another employee (proxy configuration)</li> <li>• Create templates</li> <li>• Run Expense reports with sensitive data</li> <li>• View Expense Report and Cash Advance payments and cancelations.</li> </ul>	N/A	N/A
<b>Employee Profile Sync Maintenance</b> <b>V_AP_COVA_EMP_PRFL_SYNC_MAINT</b>	This role has access to: <ul style="list-style-type: none"> <li>• Update default ChartField information on Expenses Employee Profiles</li> <li>• Update user defaults on Expense Employee Profile</li> </ul>	N/A	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Expense Approver</b> <b>V_AP_COVA_EXPENSES_APPROVER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Approve expense transactions</li> </ul> Any user that may approve expenses should be given this role, even if they are not designated as a Fiscal Officer or Agency Head. Users with this role must be designated by the agency as an Expense Proxy. <b>(Non-employees should not be assigned this role.)</b>	N/A	N/A
<b>Expenses Reassign</b> <b>V_AP_COVA_EXPENSES_REASSIGN</b>	This role has access to: <ul style="list-style-type: none"> <li>• Move expense transactions from one approver's worklist to another</li> </ul>	N/A	N/A
<b>Secure Payment Reporter</b> <b>V_AP_COVA_SECURE_PMNT_REPORTER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Run payment reports containing sensitive data</li> <li>• Run Payment History by Supplier, Payment History by Bank, Payment History by Payment, and Trial Register reports</li> </ul>	N/A	N/A
<b>Petty Cash Processor</b> <b>V_AP_COVA_PETTY_CASH_PROCESSOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Create petty cash checks via express pay page</li> </ul>	This role should not be given to a user with the <b>Voucher Approver</b> role.	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further
<b>Payment Cash Configurator</b> <b>V_AP_COVA_PYMNT_CASH_CONFIG</b>	This role has access to: <ul style="list-style-type: none"> <li>• Set payment priorities for specific vouchers, expense reports, and/or cash advances via cash checking transaction priority page</li> </ul>	N/A	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>WF System Administrator</b> <b>V_COVA_WF_WL_REASSIGN</b>	This role has access to: <ul style="list-style-type: none"> <li>• Move worklist items from one User to another.</li> <li>• Set the Alternate User ID to which future transactions will flow.</li> </ul>	This role should not be given to a user with approval access to <b>Voucher</b> and <b>Voucher Spreadsheet Approver</b> .  This role should be assigned to one User and no more than 2 backups per agency.	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>EDI VIEWER</b> <b>V_AP_COVA_EDI_SRC</b>	This role has access to: <ul style="list-style-type: none"> <li>• Run the query for the EDI supplier list.</li> </ul> This role will have access to sensitive data, as it will be able to view Supplier TIN.	This role is available to <b>Tier II</b> and <b>Tier III</b> agencies only.	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)

## Accounts Payable Workflow

Workflow is an automated process that takes a Cardinal transaction and routes it to the next approver level for action (approve or deny).

## Expenses Workflow

Expense transactions are routed for approval based on Department IDs

The following Expense role(s) are tied to workflow:

- **Expense Approver**

As a general rule, only employees can be assigned to the Expense Approver role because it deals with the approval of expenses. Non-employees cannot be assigned to this role. When an expense transaction is entered for an employee, the person who is identified in Cardinal as their supervisor in their expense profile will be the first level of Cardinal approval for online agencies with Expense Workflow Option 1. The supervisor approver level does not apply for agencies with Expense Workflow Option 3 and for interfacing agencies.

Please use the information provided below to select the appropriate Expense Approver workflow profile for your users in Cardinal and list the department ID ranges for which the user will approve. **A user can only be assigned to one of the below expense approver profiles and only one user per profile/department range combination.**

Expense Approver Profile	Profile Description
<b>Fiscal Officer</b>	Approval of all expense reports, travel authorizations, and cash advances. This approval level is optional for online agencies.
<b>Agency Head</b>	Approval of expense reports and travel authorizations containing expense amounts over the allowable amount and/or over \$1000. Interfacing agencies will not have the Agency Head approval level in Cardinal.
<b>DOA Pre Audit</b>	Approval of expense reports for Capital Outlay projects. This role may only be selected by employees of the following agency(s): Department of Accounts – General Accounting

## Voucher Workflow

Users assigned the following role will be assigned the agency specific route control profile(s) in order to properly route transactions for approval. Route control profiles are assigned to users to identify the areas on which they work.

- **Voucher Approver**

If the user is assigned to the Voucher Approver role, agencies will need to identify the Business Unit number(s) for which that user can perform approvals.

## Accounts Receivable User Roles

Accounts Receivable (AR) is the functional area that handles a series of accounting transactions dealing with funds receipts. AR includes the following process:

- Enter Funds Receipts

### AR User Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Funds Receipt Processor</b> <b>V_AR_COVA_FUNDS_REC_PROCESSOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter deposits for miscellaneous payments</li> <li>• Enter direct journal accounting entries for deposits</li> </ul>	N/A	N/A
<b>Funds Receipt Manager</b> <b>V_AR_COVA_FUNDS_REC_MANAGER</b>	This role has access to everything the Funds Receipts Processor role has. In addition, this role has access to: <ul style="list-style-type: none"> <li>• Review and Complete direct journal accounting entries</li> <li>• Budget Check journal entries online</li> <li>• Group and approve deposits with a custom deposit certificate for submission to CARS and the Department of Treasury.</li> </ul>	N/A	N/A
<b>Funds Receipts Processor for Multiple GL BU</b> <b>V_AR_COVA_FUNDS_REC_MULTIBU</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter payments and deposits</li> <li>• Enter directly journaled payments</li> <li>• Process for multiple GL business units on a Funds Receipt transaction</li> </ul>	Restricted role.	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)



Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Funds Receipt Manager Multi BU</b> <b>V_AR_COVA_FUNDS_REC_MGR_MULTI</b>	This role has access to everything the Funds Receipts Multi BU Processor role has. In addition, this role has access to: <ul style="list-style-type: none"> <li>• Review and Complete direct journal accounting entries for Multi BU transactions</li> <li>• Budget Check journal entries online for Multi BU transactions</li> <li>• Group and approve deposits with a custom deposit certificate for submission to CARS and the Department of Treasury.</li> </ul>	Restricted role.	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)

## General Ledger User Roles

General Ledger (GL) is the functional area that handles the set of financial accounts used to: accumulate the results of transaction processing, create budgets, generate financial statements and provide source financial data for reporting purposes. GL includes the following processes:

- System Setup and ChartFields
- Create and Process Budget Journals
- Create and Process Journals
- Period Close

## GL User Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Journal Processor</b> <b>V_GL_COVA_JOURNAL_PROCESSOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter journals online</li> <li>• Enter spreadsheet journals</li> <li>• Edit journals online</li> <li>• Budget check journals online</li> <li>• Copy a journal</li> <li>• Execute Spreadsheet Upload process (batch process)</li> <li>• Review budget check Exceptions</li> </ul> <b>Agencies cannot enter an “agency to agency” (ATA) journal that crosses business units outside of their control group. Agencies will need to submit requests to DOA General Accounting when an ATA journal is needed (see CAPP Cardinal Topic 20405 for details).</b>	N/A	N/A
<b>Journal Processor Interfacing</b> <b>V_GL_COVA_JRNL_PROCESSOR_INT</b>	This role is the same as the Journal Processor role above, but it is only available to <b>Interfacing Agencies</b> .	Restricted role.	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Journal Approver</b> <b>V_GL_JOURNAL_APPROVER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Approve journals</li> <li>• Post journals through batch process or online</li> <li>• Review journal lines</li> <li>• Execute Spreadsheet Upload process (batch process)</li> <li>• Execute Journal Edit through batch process</li> <li>• Execute Journal Budget Check through batch process</li> </ul>	N/A	N/A
<b>Agency ChartField Administrator</b> <b>V_GL_COVA_AGENCY_CF_ADMIN</b>	This role has access to: <ul style="list-style-type: none"> <li>• Maintain Agency controlled ChartFields (Department, Project, Cost Center, Task, Asset, Agency Use 1, Agency Use 2)</li> <li>• Maintain SpeedTypes/ SpeedCharts</li> </ul>	N/A	N/A
<b>Budget Processor</b> <b>V_GL_COVA_BUDGET_PROCESSOR</b>	The Budget Processor is responsible for budget journals at the agency-level. This role has access to: <ul style="list-style-type: none"> <li>• Enter budget journals, budget transfers and budget adjustments</li> <li>• Upload journals using the Spreadsheet Budget Journal upload</li> <li>• Review and correct budget journal errors</li> </ul>	This role should not be given to a user with the <b>Budget Approver</b> role. <b>(No Exceptions)</b>	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Budget Approver</b> <b>V_GL_COVA_BUDGET_APPROVER</b>	The Budget Approver is responsible for agency-level budgets. This role has access to: <ul style="list-style-type: none"> <li>• Post budget journals through online or batch process</li> <li>• Delete budget journals through online or batch process</li> <li>• Post budget transfers and adjustments</li> <li>• Override agency level budget exceptions Upload spreadsheet budget journals</li> </ul>	This role should not be given to a user with the <b>Budget Processor</b> role. <b>(No Exceptions)</b>	N/A
<b>General Ledger nVision Executer</b> <b>V_GL_COVA_NVISION_EXECUTER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Maintain the scope of nVision reports</li> <li>• Create nVision report Requests</li> </ul> <p><b>Buddy role:</b> This role requires the user to also have the <b>CAFR Processor</b> role.</p>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Department of Accounts DOA</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>CAFR Processor</b> <b>V_GL_COVA_CAFR_PROCESSOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter and report on CAFR ledgers (Cash, Modified Accrual, Full Accrual)</li> </ul> <p>This role has to be assigned in conjunction with the <b>Journal Processor</b> role in order to be able to enter journal entries to the CAFR ledgers.</p> <p>&lt;or&gt;</p> <p>This role has to be assigned in conjunction with the <b>Journal Approver</b> role to be able to post CAFR entries, although there is no approval process for CAFR entries.</p>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Department of Accounts DOA</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)

**General Ledger Workflow**

Workflow is an automated process that takes a Cardinal transaction and routes it to the next approver level to approve or deny. The GL Journal Approver is tied to workflow.

Users assigned to the following role will be assigned the agency specific route control profile(s), to properly route transactions for approval. Route control profiles are assigned to users to identify the areas on which they work.

- **Journal Approver**

If the user is assigned to the Journal Approver role, agencies will need to enter the Business Unit(s) for which that user can perform approvals.

## Statewide Central Roles

Statewide Central Roles are only available to select agencies and/or operations, for example: Department of Accounts (e.g., General Accounting, Commonwealth Vendor Group), Department of Treasury, etc. Any request to assign a Statewide Central Role requires approval from a designated Cardinal DOA Approver or specific designee noted in the table that follows.

## Statewide Central Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Supplier Maintenance Specialist</b> <b>V_AP_VENDOR_MAIN_SPECIAL</b>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Enter suppliers</li> <li>• Maintain suppliers including financial sanctions, TIN matching, and 1099 reporting class setup</li> <li>• Configure Department of Small Business and Supplier Diversity (DSBSD) certification types and conversation keywords.</li> </ul> <p>Supplier additions and maintenance will be owned by CVG.</p> <p><b>Buddy roles:</b> Users assigned to this role must also be assigned the <b>Supplier Conversation Processor</b> role.</p>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• <b>Department of Accounts: CVG</b></li> <li>• <b>Department of Accounts: General Accounting</b></li> </ul>	<p>Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a>. (see SOD section of handbook for further instructions)</p>
<b>Supplier Maint Spreadsheet Upload</b> <b>V_AP_COVA_VENDOR_SPD_UPLD</b>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Run program to create new supplier and update current suppliers via spreadsheet</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• <b>Department of Accounts: CVG</b></li> </ul>	<p>Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a>. (see SOD section of handbook for further instructions)</p>

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>EDI Coordinator</b> <b>V_AP_EDİ_COORDINATOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter EDI banking information for suppliers and employees</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Department of Accounts: General Accounting</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>Payment Processor</b> <b>V_AP_COVA_PAYMENT_PROCESSOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• View pay cycle exceptions</li> <li>• Cancel payments</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Department of Accounts: General Accounting</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>Special Payment Processor</b> <b>V_AP_COVA_SPEC_PYMNT_PROCESSOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Use the Express Payment page to process Emergency Checks</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Department of Accounts: General Accounting</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>Banking Configurator</b> <b>V_AP_COVA_BANKING_CONFIGURATOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Set up Commonwealth of Virginia bank accounts</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Department of Accounts: General Accounting</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>Paycycle Configurator</b> <b>V_AP_PAYCYCLE_CONFIGURATOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Update check write dates on Pay Cycle</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Department of Accounts: General Accounting</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Travel Expense Configurator</b> <b>V_AP_TRAVEL_EXPENSE_CONFIG</b>	This role has access to: <ul style="list-style-type: none"> <li>• Maintain Expense configuration such as locations, lodging rates, mileage rates, per diem, etc.</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Department of Accounts</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>Voucher Spreadsheet Processor</b> <b>V_AP_COVA_DOA_VCHR_SPD</b>	This role has access to: <ul style="list-style-type: none"> <li>• Load vouchers into Cardinal using the Spreadsheet Upload</li> </ul>	This role should not be given to users who have the <b>Voucher Spreadsheet Approver</b> or <b>Voucher Approver</b> roles.  This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Department of Accounts: General Accounting</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>Voucher Spreadsheet Approver</b> <b>V_AP_COVA_DOA_SPD_APPR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Approve Spreadsheet Vouchers using the mass approval page</li> </ul> <p><b>Buddy Role</b> Users assigned this role should also be assigned the <b>Voucher Approver</b> Role</p>	This role should not be given to users who have the <b>Voucher Spreadsheet Processor, Petty Cash Processor, Special Voucher Processor, or Workflow System Administrator</b> roles.  This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Department of Accounts: General Accounting</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)



Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Payment Cash Transaction Override</b> <b>V_COVA_PYMNT_CASH_TRANSOVRD</b>	This role has access to: <ul style="list-style-type: none"> <li>Record specific business unit/fund combinations for cash checking fund level processing rules of bypass, override and fiscal year option</li> <li>Record specific vouchers, expense reports, and/or cash advances on cash checking transaction override page</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li><b>Department of Accounts: General Accounting</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>Oversight Viewer</b> <b>V_OVERSIGHT_VIEWER</b>	This role has view only access to: <ul style="list-style-type: none"> <li>Accounts Payable</li> <li>Expenses</li> <li>Suppliers</li> <li>Payments</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li><b>Department of Accounts</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>DOA Special Paycycle Processor</b> <b>V_AP_COVA_DOA_SPC_PYCYL_PROC</b>	This role has access to: <ul style="list-style-type: none"> <li>Run the special Paycycles for Petty Cash, Wire and Treasury Accounts Payable Business Units</li> </ul> <p><b>Buddy role:</b> Users assigned this role should also be assigned the <b>V_R_DOA_SPC_PAY</b> Row Level Security Permission List.</p>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li><b>Department of Accounts: General Accounting</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>Statewide Pre Audit Approver</b> <b>V_AP_PRE_AUDIT_APPROVER</b>	This role has access to: <ul style="list-style-type: none"> <li>Approve Capital Outlay transactions</li> <li>Approve Legal Services transactions</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li><b>Department of Accounts: General Accounting</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Statewide Journal Approver</b> <b>V_GL_STATE_JOURNAL_APPROVER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Approve Journals</li> <li>• Post journals through batch process or online</li> <li>• Review journal lines</li> <li>• Upload import file</li> <li>• Execute Spreadsheet Upload process (batch process)</li> <li>• Execute Journal Edit through batch process</li> <li>• Execute Journal Budget Check through batch process</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Department of Accounts: General Accounting</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>Statewide ChartField Administrator</b> <b>V_GL_COVA_STATE_CF_ADMIN</b>	This role has access to: <ul style="list-style-type: none"> <li>• Maintain all Chart of Accounts values</li> <li>• Maintain SpeedTypes/ Speed Charts</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Department of Accounts: General Accounting</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>General Ledger Tree Combo Maintenance</b> <b>V_GL_COVA_TREE_COMBO_MAINT</b>	This role has access to: <ul style="list-style-type: none"> <li>• Maintain trees in Cardinal Financials</li> <li>• Maintain Combination Edits</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Department of Accounts: General Accounting</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Statewide General Ledger System Administrator</b> <b>V_GL_COVA_STATE_SYSTEM_ADMIN</b>	This role has access to: <ul style="list-style-type: none"> <li>• Update Open Periods</li> <li>• Maintain TableSet Controls</li> <li>• Maintain Business Units</li> <li>• Maintain Calendars</li> <li>• Maintain Journal Sources</li> <li>• Maintain Ledger Configuration</li> <li>• Maintain ChartField Value Sets</li> <li>• Maintain Actuals Closing Rules</li> <li>• Maintain Journal Generator templates</li> <li>• Maintain Accounting Entry Definitions</li> <li>• Run ChartField Configurator</li> <li>• Execute and Validate Actuals Close processes</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Department of Accounts: General Accounting</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>Statewide General Ledger System Processor</b> <b>V_GL_COVA_STATE_SYST_PROCESSOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Unlock budget processes and GL Journals</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Department of Accounts: General Accounting</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>Statewide Budget Administrator</b> <b>V_GL_COVA_STATE_BUDGET_ADMIN</b>	This role has access to: <ul style="list-style-type: none"> <li>• Maintain budget periods</li> <li>• Maintain budget structures</li> <li>• Maintain budget closing rules</li> <li>• Execute and validate Budget Close processes</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Department of Accounts: General Accounting</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Statewide Budget Processor</b> <b>V_GL_COVA_ST_BUDGET_PROCESSOR</b>	The Statewide Budget Processor is responsible for Central-level Budgets. This role has access to: <ul style="list-style-type: none"> <li>• Enter and delete budget journals</li> <li>• Enter budget transfers and adjustments</li> <li>• Review and correct budget journal errors</li> <li>• Upload spreadsheet budget journals</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Department of Accounts: General Accounting</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>Statewide Budget Approver</b> <b>V_GL_COVA_ST_BUDGET_APPROVER</b>	The Statewide Budget Approver is responsible for Central-level Budgets. This role has access to: <ul style="list-style-type: none"> <li>• Post budget journals through online or batch process</li> <li>• Delete budget journals through online or batch process</li> <li>• Override budgets</li> <li>• Post budget transfers and adjustments</li> <li>• Upload using Spreadsheet Budget Journal upload</li> <li>• Run the budget interface from Performance Budgeting</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Department of Accounts: General Accounting</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>GL Revenue Reporter</b> <b>V_GL_COVA_REVENUE_REPORTER</b>	This role has access to: <ul style="list-style-type: none"> <li>Run and receive the RGL304 General Fund/ Statement of Revenue Collections, Estimates &amp; Transfers report</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li><b>Department of Accounts: General Accounting</b></li> <li><b>Department of Taxation</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>DOA Journal Bypass</b> <b>V_GL_COVA_DOA_JRNL_BYPASS</b>	This role has access to: <ul style="list-style-type: none"> <li>Bypass the Cash Account balancing and Transfer Account balancing Journal Edits</li> </ul> This role has to be assigned in conjunction with the <b>Journal Processor</b> or <b>Journal Approver</b> or <b>Statewide Journal Approver</b> role.	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li><b>Department of Accounts: General Accounting</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>Journal Source Bypass</b> <b>V_GL_COVA_SRC_BYPASS</b>	This role will allow users, the ability to retrieve and copy a journal with any source from the “Copy Journals Request Page” and retain the original source value. Users with this role will also have the ability to override the NEXT journal ID from both the Journal Entry page and the Copy Journal page.	This role may only be assigned to employees of the following agency/division(s): <ul style="list-style-type: none"> <li><b>Department of Accounts: General Accounting</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>SPO Crosswalk Configurator</b> <b>V_GL_CROSSWALK_CONFIG</b>	This role has access to: <ul style="list-style-type: none"> <li>View/Update the State Payroll Journal Crosswalk page</li> </ul>	This role may only be assigned to employees of the following agency/division(s): <ul style="list-style-type: none"> <li><b>State Payroll Operations (SPO)</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)

## Additional User Roles

Additional roles are available in Cardinal FIN and will be granted to select users as noted in the descriptions below.

### Additional User Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>BI_Adhoc_User</b> <b>V_BI_ADHOCUSER_FIN</b>	This role is for select users designated as Cardinal BI reporting super users. This role has access to: <ul style="list-style-type: none"> <li>Develop ad hoc private reports and queries in the Cardinal Business Intelligence (BI) application</li> </ul>	This role may only be selected by limited users who have been approved by the DOA Cardinal Director.	Special approval is required by Enterprise Application Director to obtain this role until further notice.
<b>AUDIT Inquiry</b> <b>V_AUDITOR_FIN</b>	This role is for designated Audit Staff who are responsible for conducting agency audits. This role has access to: <ul style="list-style-type: none"> <li>Comprehensive Read only inquiry including sensitive data.</li> </ul> <p><b>Note:</b> The <b>Cardinal Security Audit Access Form (SE-AUDIT-001)</b> must be submitted for this access.</p>	N/A	N/A
<b>APA Audit Special</b> <b>V_ALLPAGES_APA_RO</b>	This role is designated for APA Staff responsible for auditing the Cardinal Financial & HCM System. <ul style="list-style-type: none"> <li>Read Only access to Remote Desktop, SQL Developer Read Only &amp; Application Designer</li> </ul> <p><b>Note:</b> The <b>Cardinal Security Audit Access Form (SE-AUDIT-001)</b> must be submitted for this access.</p>	This role may only be assigned to employees of the following agency/division(s): <ul style="list-style-type: none"> <li><b>Auditor of Public Accounts</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)

## Default User Roles

Default roles will be automatically assigned to Cardinal users as noted in the descriptions below. These roles are not listed on the security forms, but will be visible in the FIN security queries.

## Default Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Cardinal Viewer</b> <b>V_COVA_CARDINAL_VIEWER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Read only pages in Cardinal that do not contain sensitive data</li> </ul> Default role given to all FIN Core users.	N/A	N/A
<b>Cardinal Reporter</b> <b>V_COVA_CARDINAL_REPORTER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Run public queries that do not contain sensitive data.</li> </ul> Default role given to all FIN Core users.	N/A	N/A
<b>Cardinal PeopleSoft User</b> <b>V_PEOPLESOFT_USER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Run public queries</li> </ul> Default role given to all FIN Core users.	N/A	N/A

The following sections of this handbook are applicable for the Cardinal Human Capital Management (HCM) application.

### Benefits Administration User Roles

Benefits Administration (BN) is the functional area containing the processes required for maintaining health and other benefits for the employees of the organization and their dependents. Benefits includes the following processes:

- Administer Event Maintenance
- Benefits Reconciliation
- Affordable Care Act (ACA) Reporting

### BN User Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Benefits Administrator</b> <b>V_BN_ADMINISTRATOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• View/update/process benefits enrollments</li> <li>• Run BN and HR reports</li> <li>• View HR Data</li> <li>• Input and reconcile ACA data</li> <li>• View and update employee dependent data</li> <li>• Update agency BN administrator contacts</li> </ul>	This role may be assigned to employees at state agencies And decentralized localities.	N/A
<b>Benefits Read Only</b> <b>V_BN_RO</b>	This role has access to <ul style="list-style-type: none"> <li>• Run BN reports</li> <li>• View employee BN enrollment data</li> </ul>	N/A	N/A



Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>OHB Benefits Administrator</b> <b>V_BN_OHB_ADMINISTRATOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Agency Benefit Administrator functionality</li> <li>• View/run BN reports, manage benefit data corrections, and resolve benefit errors</li> <li>• View/update employee COBRA enrollment information</li> <li>• View/update Benefit Enrollment Base Benefits Pages</li> <li>• View HR data (excluding compensation) and run HR reports</li> </ul> This role will have access to all BN processes EXCEPT the Benefits Administration and COBRA Administration processes.	This role may only be assigned to employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Office of Health Benefits (OHB)</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>OHB Benefits Operations</b> <b>V_BN_OHB_OPERATIONS</b>	This role has access to: <ul style="list-style-type: none"> <li>• OHB Administrator functionality</li> <li>• Run Benefits Administration Process</li> <li>• Run COBRA Administration Process</li> </ul>	This role may only be assigned to employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Office of Health Benefits (OHB)</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>OHB Benefits Config Read Only</b> <b>V_BN_OHB_CONFIG_RO</b>	This role has access to: <ul style="list-style-type: none"> <li>• View all benefit configuration read only (RO)</li> </ul>	This role may only be assigned to employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Office of Health Benefits (OHB)</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>HBO Benefits Support</b> <b>V_BN_HBO_Support</b>	This role has access to: <ul style="list-style-type: none"> <li>• Input and reconcile ACA data</li> <li>• View only access to benefits data including COBRA</li> <li>• Run BN reports</li> </ul> <b>Buddy Role:</b> HR Read Only	This role may only be assigned to employees of the following agency/division(s): <b>Centrally managed Health Benefits Only (HBO) agencies, or Localities</b>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>VRS Benefits Administrator</b> <b>V_BN_VRS_ADMINISTRATOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Resolve savings and retirement plan interface issues</li> <li>• Manage savings and retirement plan benefit data corrections</li> <li>• Resolve retirement benefit errors</li> <li>• View savings and retirement information</li> <li>• View payroll deduction balances</li> <li>• Run BN reports</li> </ul>	This role may only be assigned to employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Virginia Retirement System (VRS)</b></li> </ul>	N/A

## Human Resources User Roles

Human Resources (HR) is the functional area containing all employee human resource data related to the employee lifecycle. HR includes the following processes:

- Set Up and Maintain Employee HR Data
- Maintain Employee Payroll Data – Maintain Additional Pay
- Maintain Additional HR Data

### HR User Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>HR Administrator</b> <b>V_HR_ADMINISTRATOR</b>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Enter/update job data</li> <li>• Enter/update additional pay data</li> <li>• Update position data</li> <li>• Enter/update personal data</li> <li>• View results of position data upload and employee data upload</li> <li>• Enter/update performance ratings</li> <li>• Enter/update rewards &amp; recognition</li> <li>• Enter/update disciplinary actions</li> <li>• Enter/update EPR tool</li> <li>• Employee match search</li> <li>• Run HR reports, including those with Personally Identifiable Information (PII) and confidential data</li> </ul> <p>Users with the HR Administrator role will not have access to update their own HR records in Cardinal.</p> <p>Users with the HR Administrator role do not need to select the EPR Only role, as this capability is also included as part of the HR Administrator role</p>	<p>This role should not be assigned to users with the <b>PY Administrator</b> role or <b>SPOT Administrator</b> role (the PY Administrator buddy role).</p>	<p>Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a>. (see SOD section of handbook for further instructions)</p>

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>HR Position Management</b> <b>V_HR_POSITION_MGMT</b>	This role has access to: <ul style="list-style-type: none"> <li>• Add a position</li> <li>• Agency salary plan steps configuration</li> </ul> <b>Buddy Role</b> HR Administrator role	N/A	N/A
<b>HR Manager Reports</b> <b>V_HR_MANAGER_RPTS</b>	This role has access to: <ul style="list-style-type: none"> <li>• Run HR reports with PII and confidential data in Cardinal</li> </ul> This role gives access to confidential data in Cardinal.	N/A	N/A
<b>HR Read Only</b> <b>V_HR_RO</b>	This role has access to: <ul style="list-style-type: none"> <li>• View personal data</li> <li>• View job data</li> <li>• View position data</li> <li>• Run HR reports</li> </ul>	N/A	N/A
<b>HBO HR Administrator</b> <b>V_HR_HBO_ADMINISTRATOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter/Update position data</li> <li>• Enter/Update personal data</li> <li>• Enter/Update job data</li> <li>• Employee Match Search</li> <li>• Run HR reports</li> </ul>	This role may only be assigned to employees of the following agency/division(s): <b>Health Benefits Only agencies or Localities that are NOT centrally managed or OHB resources processing on behalf of centrally managed HBO agencies and localities.</b>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>EPR Only Entry</b> <b>V_HR_EPR_ONLY</b>	This role has access to: <ul style="list-style-type: none"> <li>• Review/Update/Certify EPR Counts</li> </ul> The EPR Only Entry role does not need to be given to an HR administrator due to that role having access to the EPR tool.	N/A	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>DHRM HR Operations</b> <b>V_HR_DHRM_OPERATIONS</b>	This role has access to: <ul style="list-style-type: none"> <li>• Update National ID (SSN)</li> <li>• Add a position and override select field edits</li> <li>• Override selected job data fields (salary minimum and maximum edits)</li> <li>• Disciplinary actions configuration</li> <li>• Delete written notices</li> <li>• Performance rating configuration and corrections</li> <li>• Rewards and Recognition configuration and corrections</li> <li>• EPR tool updates</li> <li>• Salary plan, grade, and step configuration</li> <li>• Run HR reports, including those with PII confidential data</li> </ul>	This role may only be assigned to employees of the <b>Department of Human Resource Management (DHRM)</b> .	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>DGS Reporter</b> <b>V_HR_DGS_REPORTER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Run the statewide termination report</li> </ul>	This role may only be assigned to employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Department of General Services (DGS)</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>DVS Reporter</b> <b>V_HR_DVS_REPORTER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Run the statewide report for Veteran’s Services</li> </ul>	This role may only be assigned to employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Department of Veterans Services (DVS)</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)

## Payroll User Roles

Payroll (PY) is the functional area that enables the calculation of earnings, taxes, and deductions. Payroll includes the following processes:

- Maintain Employee Payroll Data
- Process Payroll
- Post Payroll Process
- Payroll Costing
- Periodic Regulatory Reporting

## PY User Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Payroll Administrator</b> <b>V_PY_ADMINISTRATOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter general deductions</li> <li>• Enter direct deposit information on behalf of employees</li> <li>• Review W-4 tax data</li> <li>• Enter state and local tax data and tax distribution data</li> <li>• Run Payroll audit reports</li> <li>• View garnishments</li> <li>• Enter adjustments through Single Use Payroll Online Tool (SPOT)</li> <li>• Run PY, HR, TA, and BN reports</li> <li>• View HR and BN data</li> </ul>	This role should not be assigned to users with the <b>HR Administrator</b> role or the <b>HR Position Management</b> role (the HR Administrator buddy role).	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>Payroll Read Only</b> <b>V_PY_RO</b>	This role has access to: <ul style="list-style-type: none"> <li>• View employee PY data, such as general deductions and review paycheck</li> <li>• Run PY reports</li> </ul>	N/A	N/A
<b>SPOT Approver</b> <b>V_PY_SPOT_APPROVER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Approve SPOT transactions</li> </ul> <b>Buddy Role:</b> PY Administrator	N/A	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Payroll Budget Processor</b> <b>V_PY_BUDGET_PROCESSOR</b>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Run PY reports</li> <li>• Maintain default funding details on the department/ position budget table</li> </ul> <p>Recommend assigning this role to a user in Finance or a user with the HR Administrator role. The intent of the PY Budget Processor role is to maintain position/ department default funding, not to view payroll data.</p> <p><b>Note:</b> The Payroll Read Only role gives access to view payroll data online. A person can be assigned either or both roles. Non-payroll agencies providing default funding will assign the PY Budget Processor role.</p>	N/A	N/A
<b>SPO Payroll Operations</b> <b>V_PY_SPO_OPERATIONS</b>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• File taxes on behalf of the state</li> <li>• Adjust payroll balances, as needed</li> <li>• Run year-end processes</li> <li>• SPO Payroll Processor functionality</li> <li>• Payroll Administrator functionality to all functional areas</li> </ul>	<p>This role may only be assigned to employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• <b>State Payroll Operations (SPO)</b></li> </ul>	<p>Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a>. (see SOD section of handbook for further instructions)</p>

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<p><b>SPO Payroll Processor</b>  <b>V_PY_SPO_PROCESSOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Run payroll audit reports</li> <li>• Update Paysheets</li> <li>• Create offcycle paysheets</li> <li>• Resolve payroll interface issues</li> <li>• Manage data corrections related to payroll</li> <li>• Resolve payroll errors</li> <li>• Administer one-time pay transactions using SPOT</li> <li>• Perform general deduction mass updates</li> <li>• Payroll Administrator functionality including reporting to all functional areas</li> <li>• View Time &amp; Attendance processing results</li> <li>• View employee time reporting information</li> <li>• View schedules for employees</li> <li>• View calendar and calendar groups</li> <li>• View comp time and overtime leave plans for employees</li> </ul> <p>This role will have access to all payroll processes except the UNSHEET and UNCONFIRM processes.</p>	<p>This role may only be assigned to employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• <b>State Payroll Operations (SPO)</b></li> </ul>	<p>Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a>. (see SOD section of handbook for further instructions)</p>



Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>SPO Payroll Garnishment Admin</b> <b>V_PY_SPO_GARNISH_ADMIN</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter employee garnishment data</li> <li>• Correct employee payroll garnishment data</li> <li>• Enter employee garnishment deduction data</li> <li>• Configure garnishment rules</li> <li>• Run PY reports</li> </ul>	This role may only be assigned to employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>State Payroll Operations (SPO)</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>SPO Payroll Super User</b> <b>V_PY_SPO_SUPER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Unsheet paysheets</li> <li>• Confirm/Unconfirm payroll</li> <li>• Create Pay Run ID's</li> <li>• Create/Clone Pay Calendars</li> <li>• Update plan year maximums for the 457 and 403(b) plans</li> <li>• Run selected Payroll batch processes</li> </ul>	This role may only be assigned to employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>State Payroll Operations (SPO)</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>SPO Configurator Read Only</b> <b>V_PY_SPO_CONFIG_RO</b>	This role has access to: <ul style="list-style-type: none"> <li>• View payroll configuration</li> <li>• View benefits configuration</li> <li>• View agency field default mapping table used by interfaces</li> <li>• View time &amp; labor configuration</li> <li>• View shift differential rate</li> </ul>	This role may only be assigned to employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>State Payroll Operations (SPO)</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)

## Time & Attendance User Roles

The Time & Attendance (TA) functional area includes two modules: Time & Labor (TL) and Absence Management (AM) and handles time and leave entry and administration. Time & Attendance includes the following processes:

- Time & Attendance Employee Setup
- Time & Attendance Capture
- Time & Attendance Approval and Processing
- Payroll Integration and Cost Allocation

Note: The terms “Absence” and “Leave” are both defined as time away from work and are referenced interchangeably. Additionally, “Time & Labor” and “Time & Attendance” are referenced interchangeably.

## TA User Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Absence Administrator</b> <b>V_AM_ADMINISTRATOR</b>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• View calendars and calendar groups</li> <li>• Review/correct/approve reported absences</li> <li>• TRC administrator-level access on timesheets</li> <li>• Enter/modify/void leave</li> <li>• View/adjust leave balances</li> <li>• Enter leave donation and Family Medical Leave Act (FMLA) balance adjustments</li> <li>• View absence calculation results pages</li> <li>• View employee time reporting information</li> <li>• View schedules for employees</li> <li>• View comp time and overtime leave plans for employees</li> <li>• View TL eligibility and TL auto enroll bypass</li> <li>• View only to job data pages that impact TL auto enroll</li> <li>• View absence management calculation results</li> <li>• Run TA reports</li> </ul> <p>This role gives access to the Timesheet &amp; Absence Event page as an Administrator for time and absence entry.</p>	<p>This role may only be assigned to employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• <b>Agencies using Cardinal Absence Management</b></li> </ul>	<p>Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a>. (see SOD section of handbook for further instructions)</p>

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Absence Supervisor</b> <b>V_AM_SUPERVISOR</b>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Review/approve absences for direct reports</li> <li>• Enter leave on behalf of direct reports</li> <li>• Review direct reports' leave taken</li> <li>• Cancel or modify direct reports' leave taken</li> <li>• Review direct reports' leave balances and history</li> <li>• Enter or modify FMLA leave on behalf of a direct report</li> <li>• Delegate their own approval responsibility</li> <li>• Run TA reports</li> </ul> <p><b>Buddy Role</b> Time &amp; Labor Supervisor</p>	<p>This role may only be assigned to employees of the following agency/division(s):</p> <p><b>Agencies using Cardinal Absence Management</b></p> <p>This role will only be available to an Absence Management User that is a "Reports To" of an Active Time Reporter.</p>	<p>Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a>. (see SOD section of handbook for further instructions)</p>

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Time &amp; Labor Administrator</b> <b>V_TL_ADMINISTRATOR</b>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Audit/monitor and validate timesheets</li> <li>• TRC Administrator-level access on timesheets</li> <li>• Review and resolve exceptions</li> <li>• Enter time on behalf of an employee</li> <li>• Correct employee's timesheet</li> <li>• View time entry processing status</li> <li>• View employee time reporting information</li> <li>• View/assign/change employee schedules</li> <li>• View comp time and overtime leave plans for employees</li> <li>• View TL eligibility and TL auto enroll bypass</li> <li>• View only to job data pages that impact TL auto enroll</li> <li>• Run TA reports</li> </ul> <p>If Cardinal is the leave system of record the following are available on the timesheet:</p> <ul style="list-style-type: none"> <li>• View compensatory and overtime leave balances</li> <li>• View leave information</li> </ul>	N/A	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Employee TL Setup</b> <b>V_TL_EMPL_SETUP_ADMIN</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter TL eligibility and TL auto enroll bypass</li> <li>• View/change employee time reporter information</li> <li>• View/assign/change employee schedules</li> <li>• View/change compensatory time and overtime leave plans for employees</li> <li>• View (only) job data pages that impact TL auto enroll and service date</li> <li>• Run TA reports</li> </ul>	This role should only be assigned to select users with the <b>Time &amp; Labor Administrator and/or Absence Administrator role(s)</b> .	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>Time &amp; Labor Supervisor</b> <b>V_TA_SUPERVISOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Review/Change/Approve direct reports' timesheets</li> <li>• Enter time on behalf of direct reports</li> <li>• Delegate approval responsibility</li> <li>• View/Approve payable time</li> <li>• View/Assign/Change employee schedules</li> <li>• View/Allow exceptions</li> <li>• View time entry processing status</li> <li>• Run TA reports</li> </ul> <p>If Cardinal is the leave system of record the following are available on the timesheet:</p> <ul style="list-style-type: none"> <li>• View compensatory and overtime leave balances</li> <li>• View leave information</li> </ul>	This role will only be available to a user that is a "Reports To" of an Active Time Reporter.	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Timekeeper</b> <b>V_TA_TIMEKEEPER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter and view time for employees</li> <li>• View and correct timesheet errors</li> <li>• View time entry processing status</li> <li>• Enter and view leave for employees</li> <li>• View employee schedules</li> <li>• View/allow exceptions</li> <li>• View payable time summary and detail</li> <li>• Run TA reports</li> </ul> If Cardinal is the leave system of record the following are available on the timesheet: <ul style="list-style-type: none"> <li>• View compensatory and overtime leave balances</li> <li>• View leave information</li> </ul>	N/A	N/A
<b>TA Interface Admin</b> <b>V_TA_INTERFACE_ADMINISTRATOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Review and correct Time and Absence interface errors</li> <li>• Reconcile time interfaced into Cardinal</li> <li>• Run TA reports</li> </ul> <b>Buddy Role</b> Time & Labor Administrator	This role may only be assigned to employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• <b>Agencies interfacing Time &amp; Attendance</b></li> </ul>	Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a> . (see SOD section of handbook for further instructions)
<b>Delegation Administrator</b> <b>V_TL_DELEGATION_ADMINISTRATOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Add and manage delegation requests on behalf of others</li> <li>• Reassign approval worklists for timesheets and absence requests, as applicable</li> <li>• Run TA reports</li> </ul>	N/A	N/A
<b>TA Read Only</b> <b>V_TA_RO</b>	This role has access to: <ul style="list-style-type: none"> <li>• View Time &amp; Labor pages</li> </ul>	N/A	N/A

### Additional User Roles

An additional role is available in Cardinal HCM and will be granted to select users as noted in the description below.

### Additional Role & Description

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>APA Audit Special</b> <b>V_ALLPAGES_APA_RO</b>	<p>This role is designated for APA Staff responsible for auditing the Cardinal Financial &amp; HCM System.</p> <ul style="list-style-type: none"> <li>• Read Only access to Remote Desktop, SQL Developer Read Only &amp; Application Designer</li> </ul> <p><b>Note:</b> The <b>Cardinal Security Audit Access Form (SE-AUDIT-001)</b> must be submitted for this access.</p>	<p>This role may only be assigned to employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• <b>Auditor of Public Accounts</b></li> </ul>	<p>Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a>. (see SOD section of handbook for further instructions)</p>

## Default User Roles

Default roles will be automatically assigned to Cardinal users as noted in the descriptions below. These roles are not listed on the security forms, but will be visible in the HCM security queries.

## Default Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Cardinal Finance User</b> <b>V_PEOPLESOFT_USER_FIN</b>	<p>This role will provide access to Cardinal Finance application and Cardinal Business Intelligence through the Cardinal Portal.</p> <p>All <b>Core</b> Cardinal users who will need access to Cardinal Finance application will receive this role.</p>	N/A	N/A
<b>Cardinal HCM User</b> <b>V_PEOPLESOFT_USER_HCM</b>	<p>This role will provide access to Cardinal HCM application through Cardinal Portal.</p> <p>All <b>Core</b> Cardinal users who will need access to Cardinal HCM application will receive this role.</p>	N/A	N/A
<b>HR Self Service</b> <b>V_HR_SS</b>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• View/Update Personal Information Summary</li> <li>• View/Update Disability Status</li> </ul> <p>This role will be automatically assigned to employees for agencies not interfacing employee data and to locality employees for access to employee data.</p>	N/A	N/A



Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>HR Self Service Read Only</b> <b>V_HR_SS_RO</b>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• View Personal Information Summary</li> <li>• View Disability Status</li> <li>• View Total Rewards</li> <li>• View payment advice information for past paychecks</li> <li>• View and print W-2 or W-2c forms</li> </ul> <p>This role will be automatically assigned to employees for agencies not interfacing employee data and to locality employees for access to employee data.</p>	N/A	N/A
<b>Benefits Self Service</b> <b>V_BENEFITS_SS</b>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• View benefit information</li> <li>• View/Update dependent information</li> <li>• Create life events</li> <li>• View benefits statements</li> <li>• Enroll in benefits through self-service</li> </ul> <p>This role will be automatically assigned to all employees eligible for benefits for access to employee benefit data.</p>	N/A	N/A
<b>Time &amp; Labor Self Service</b> <b>V_TA_SS</b>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Enter, view and correct timesheet</li> </ul> <p>This role will be automatically assigned to employees based on job setup for access to enter time through employee self-service.</p>	N/A	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles	Additional Approvals Required
<b>Payroll Self Service</b> <b>V_PAYROLL_SS</b>	This role has access to: <ul style="list-style-type: none"> <li>• Maintain direct deposit information</li> <li>• View timesheet</li> <li>• View Monthly Schedule</li> </ul> This role will be automatically assigned to all employees paid through Cardinal Payroll for access to employee pay data.	N/A	N/A
<b>Terminated Employee Self Service</b> <b>V_TERM_EMPL_SS</b>	This role has access to: <ul style="list-style-type: none"> <li>• View/Update Personal Information Summary</li> <li>• View/Update Disability Status</li> <li>• View Total Rewards</li> <li>• View payment advice information for past paychecks</li> <li>• View and print W-2 or W-2c forms</li> </ul> This role will be automatically assigned to terminated agency employees for 1.5 years after their termination.	N/A	N/A