

Completing a Rehire Overview

The Rehire Employee business process is applicable to both salaried and wage employees.

Employee Records are used to manage the history of the different jobs an employee may have. An employee's initial hire is assigned to employee record 0. All new employee records are incremented by 1. When adding a new employment instance, Cardinal asks if the new employment instance should be associated to the current employee record. For guidance on when to answer Yes or No to this question see below.

- Answer Yes if the employee is being rehired into the same agency and back into the same employee type (i.e., wage to wage). This will hire the employee back into same employee record they had previously. Use this Job Aid for this process.
- Answer No if the employee is being rehired into a different agency **OR** back into the same agency but into a different employee type (i.e., wage to salaried). This creates a new employee record and hires the employee into it. See the Job Aid titled **HR351_Completing a New Hire** for this process. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

The **Personal Organizational Summary** page provides summarized information related to all current or previous jobs an employee has at the Commonwealth of Virginia. This page may also return results for people with no job information in Cardinal. When this is the case, only the employee's name and employee ID display. A review of the information on this page is necessary to determine how to process the rehire.

Personal data for the person being rehired will not be available to view or modify in Cardinal until the rehire is processed. Once fully rehired, go to the Modify a Person page to make updates, if applicable.

The Add Employment Instance process is also used when transferring an employee from one agency to another. For further information on transferring employees from one agency to another agency, refer to the Job Aid titled **HR351_Managing an Inter-Agency Transfer**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Before starting the new hire process, validate that all data related to the position is as expected. This includes verifying whether the position is eligible for telework. For more information on reviewing Position Data, see the Job Aids titled **HR351_Managing a Position** and **HR351_Managing an Employee's Telework Data**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**.

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



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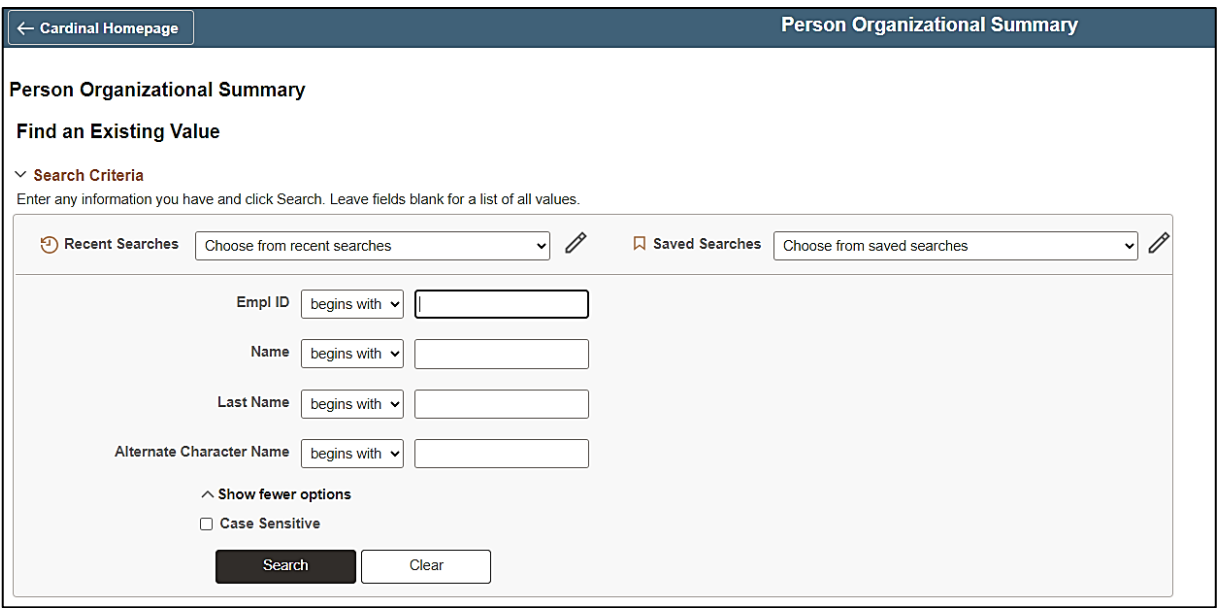


Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Steps 1, 4, and 44). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

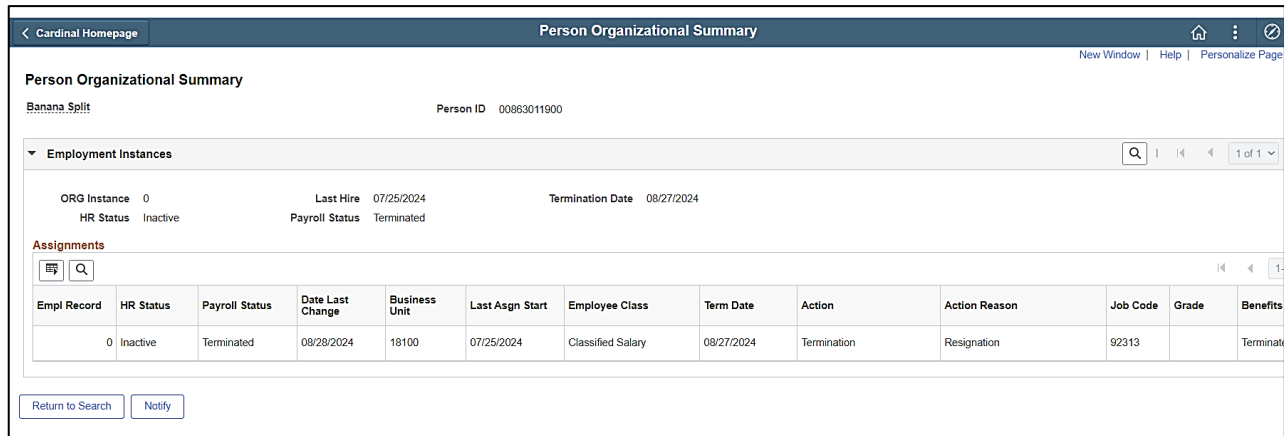
Rehiring an Employee

Before beginning, review the **Person Organizational Summary** page to get information about the employee's previous employment at the Commonwealth of Virginia.

Step	Action
1.	Navigate to the Person Organizational Summary page using the following path: NavBar > Menu > Workforce Administration > Personal Information > Person Organizational Summary The Person Organizational Summary Find an Existing Value page displays. 
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.
2.	Enter the Employee's ID in the Empl ID field. 
	Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

Step	Action
3.	Click the Search button.

The **Person Organizational Summary** page displays showing the employee's previous job information.

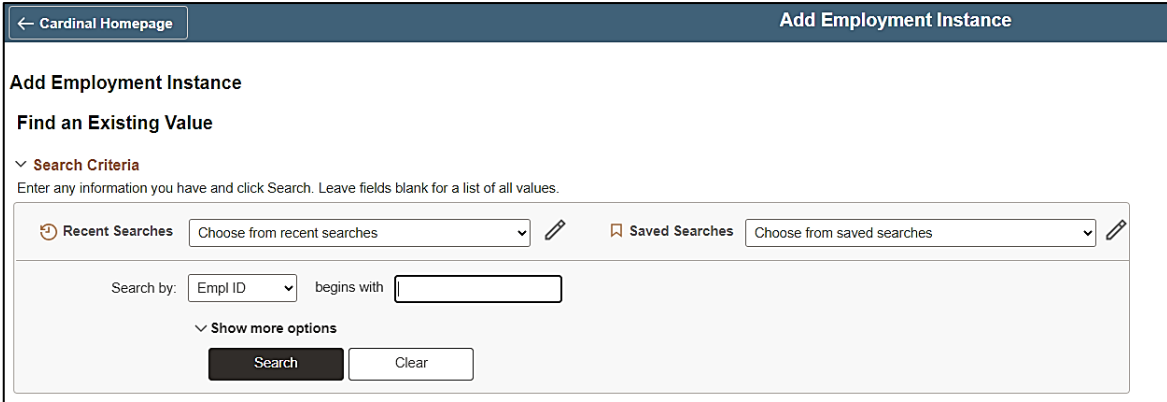
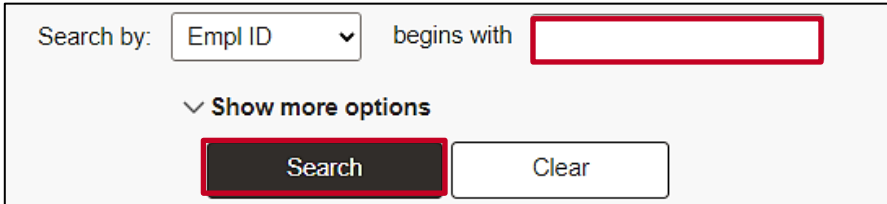
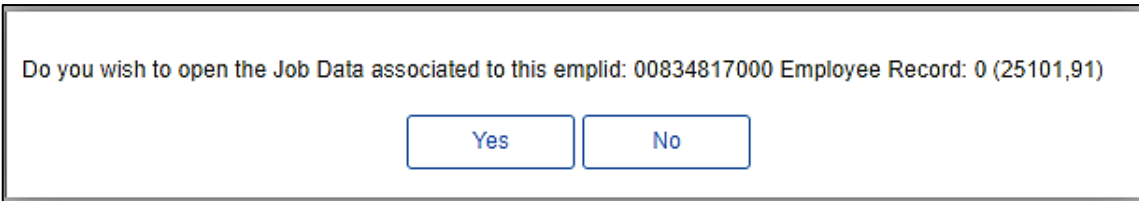
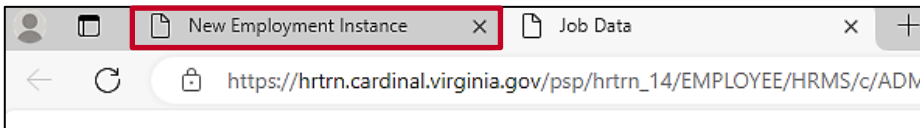



This page provides summarized information regarding any other jobs the person currently holds, or previously held, at the Commonwealth of Virginia. This information helps to determine how to process the employee in Cardinal.

If there is no previous job information for the person in Cardinal, the **Person Organizational Summary** page displays with only the employee's name and Person ID.

Person Organizational Summary

4.	Navigate to the Add Employment Instance page using the following path: NavBar > Menu > Workforce Administration > Personal Information > Organizational Relationships > New Employment Instance
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Step	Action
	The New Employment Instance Find an Existing Value page displays. 
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning.
5.	Enter the Employee ID or Person ID and click the Search button. 
	Users may not have to search and may be able to bypass step 5.
	The following message displays. 
	If “Yes” is selected, please go back and click the “x” to close the New Employment Instance tab at the top of your screen. 

Step	Action
6.	For guidance on how to answer this question, review the following scenarios below: Scenario 1: Click the Yes button if the employee is being rehired into the same Agency and back into the same employee type (i.e., wage to wage). This hires the employee back into the same employee record they had previously. Do you wish to open the Job Data associated to this emplid: 00834817000 Employee Record: 0 (25101,91) Yes No Scenario 2: Click the No button if the employee is being rehired into a different Agency or back into the same Agency but into a different employee type (i.e., wage to salaried). The New Employment Instance page displays. Clicking the Add Relationship button creates a new employee record that the employee is hired into. Refer to page 19 of the Job Aid titled HR351_Completing a New Hire to finish this rehire. This Job Aid can be found on the Cardinal website in Job Aids under Learning. New Employment Instance Empl ID 00834817000 Empl Record 1 Add Relationship



Step	Action
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After clicking the **Yes** button, the **Job Data** page displays the current record with the latest transaction being the previous termination action for the employee.

Work Location

Job Information

Payroll

Salary Plan

Compensation

Banana Split

Employee

Empl ID 00863011900

Empl Record 0

Work Location Details ?

Q

1 of 1

Go To Row

+

-

*Effective Date

08/28/2024

Effective Sequence

0

HR Status

Inactive

Payroll Status

Terminated

*Action

Termination

Reason

Resignation

*Job Indicator

Primary Job

Current

DLITRN01

Analyst

Override Position Data

Position Entry Date

07/25/2024

Position Management Record

Regulatory Region

USA

United States

Company

DLI

Dept of Labor and Industry

Business Unit

18100

Dept of Labor and Industry

Department

18100

DEPT OF LABOR AND INDUSTRY

Department Entry Date

07/25/2024

7. Continue by clicking the **Add a Row** button (+) to add a new effective dated row.

Work Location Details ?

Q

1 of 1

Go To Row

+

-

*Effective Date

08/28/2024

Effective Sequence

0

HR Status

Inactive

Payroll Status

Terminated

*Action

Termination

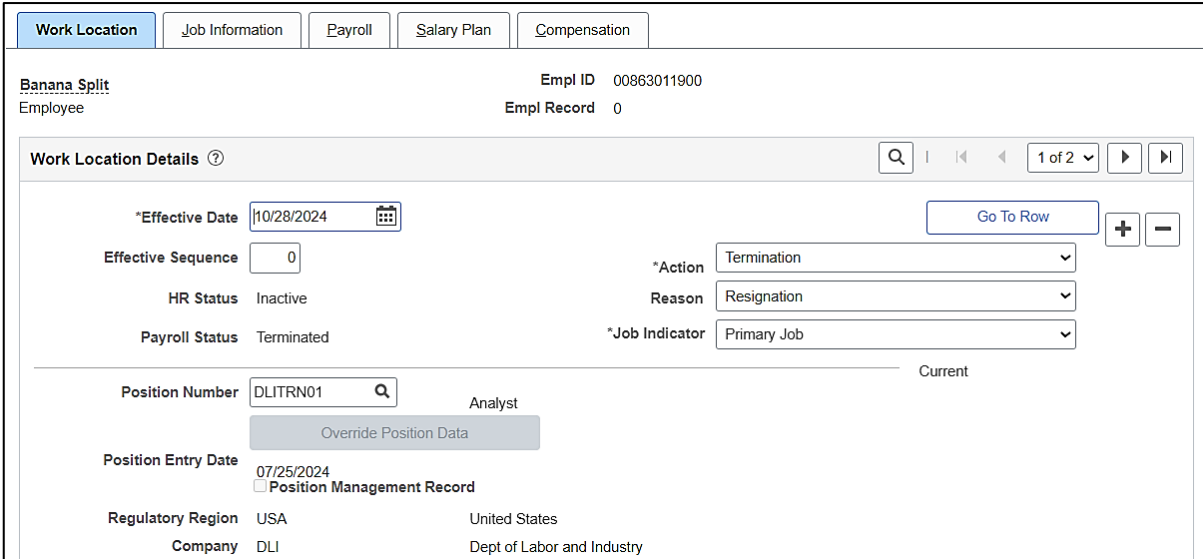
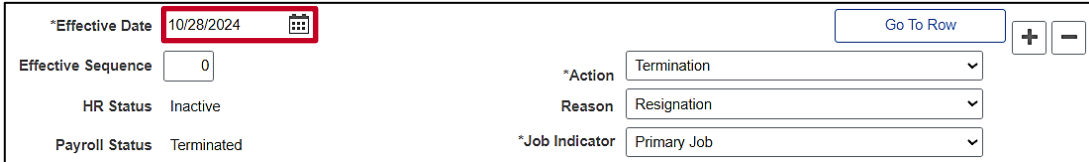
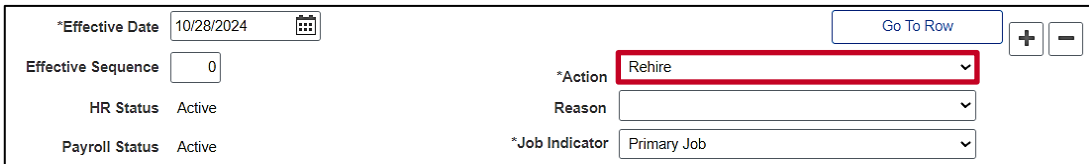
Reason

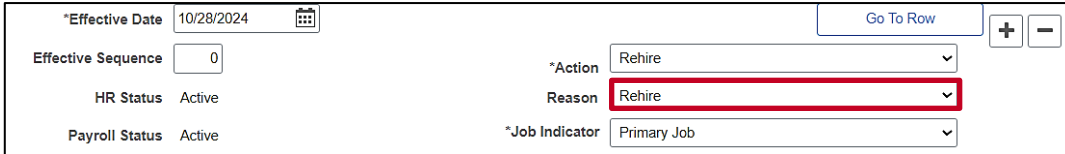
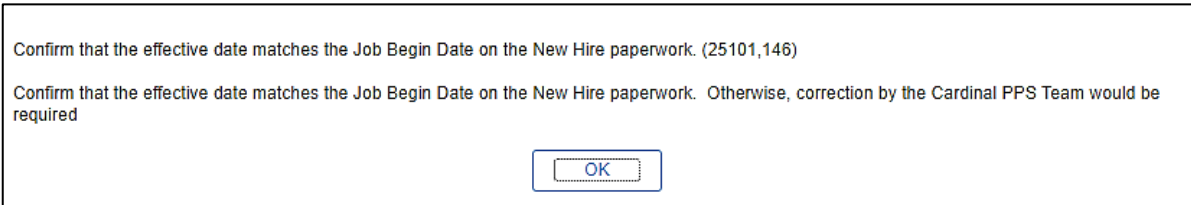
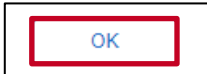
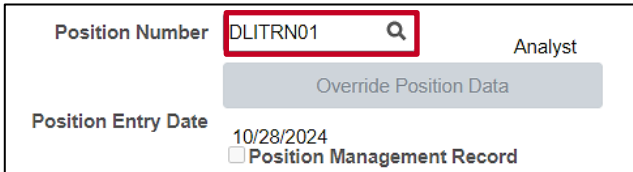
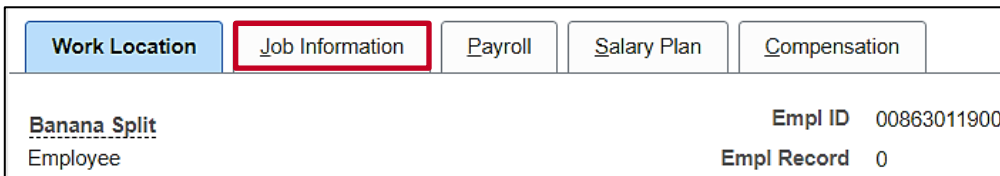
Resignation

*Job Indicator

Primary Job

Current

Step	Action
The Job Data page refreshes with the new row.	
	
8.	The Effective Date field defaults to the current system date. Update this date to the date of the rehire as needed. 
9.	Click the Action dropdown button and select “Rehire”. 
	The action of “Rehire” is only available if the employee has a historical job record (employee record) in Cardinal. When Cardinal was established, all employee personal data from PMIS was converted into Cardinal, but not all inactive employment history (job data) was converted. Therefore, the action of “Hire” and reason of “New Hire” must be used if no Cardinal employment history (job record) exists. The Employment Data page is used to address prior service using the appropriate fields.

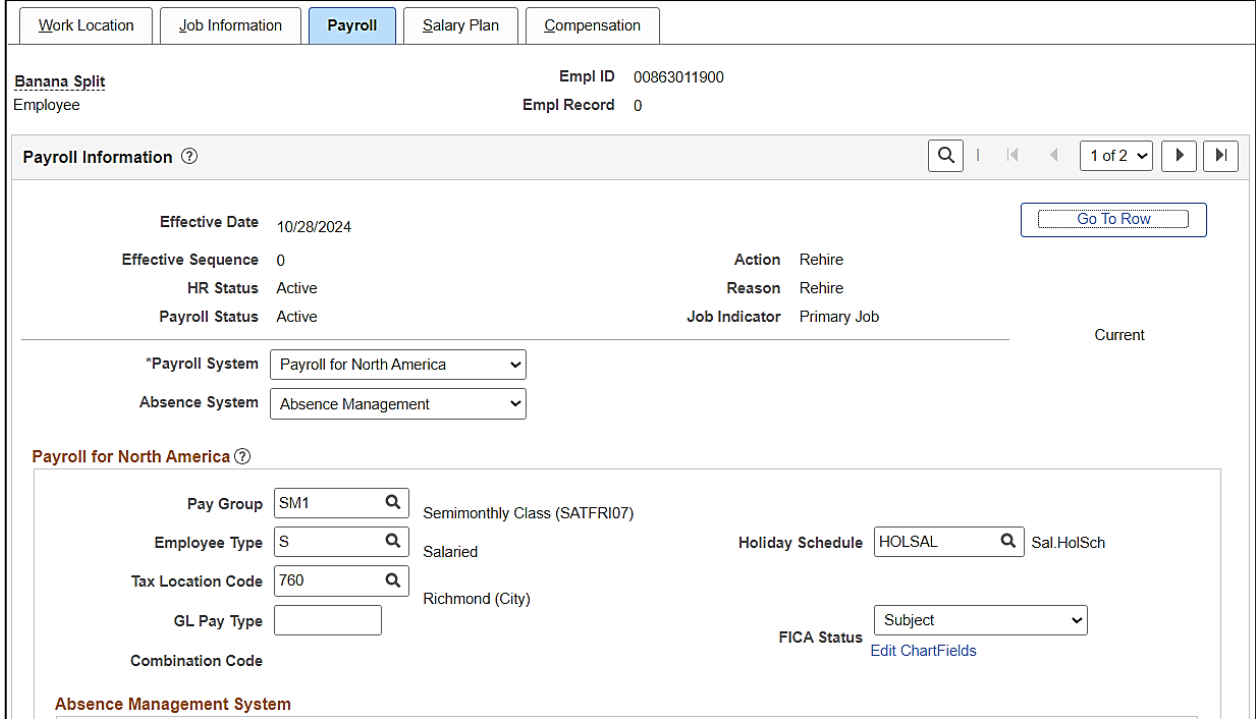
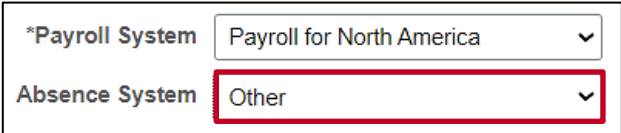
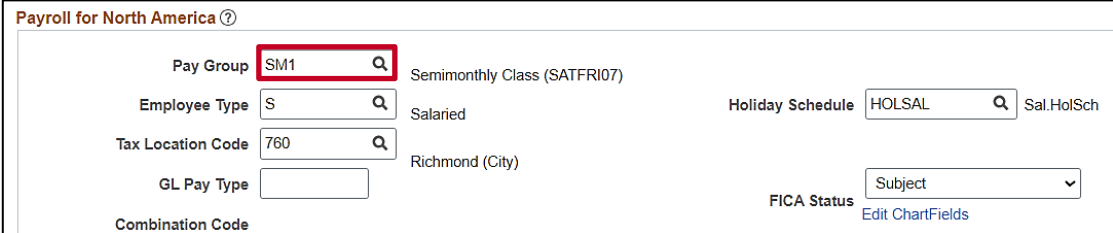
Step	Action
10.	Click the Reason dropdown button and select the applicable reason for “Rehire”. 
	For further information on valid Action and Reason code combinations, see the Job Aid titled HR351_Action Reason Codes. This Job Aid can be found on the Cardinal website in Job Aids under Learning.
A message displays asking and the user must confirm that the effective date matches the Job Begin Date. 	
11.	Confirm the effective date and click the OK button. 
12.	Enter the Position Number in the Position field and press the Tab key. 
	The Work Location tab refreshes and the remaining Position data populates based upon the selected Position Number. Review the information. If the Position data is not correct, cancel the transaction and make corrections to the Position before assigning the employee to the position. For further information on updating Position Data, see the Job Aid titled HR351_Managing Position Data. This Job Aid can be found on the Cardinal website in Job Aids under Learning.
13.	If the Position data is correct, click the Job Information tab at the top of the page. 



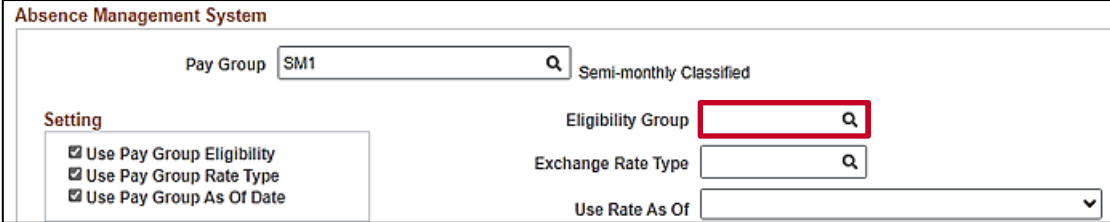
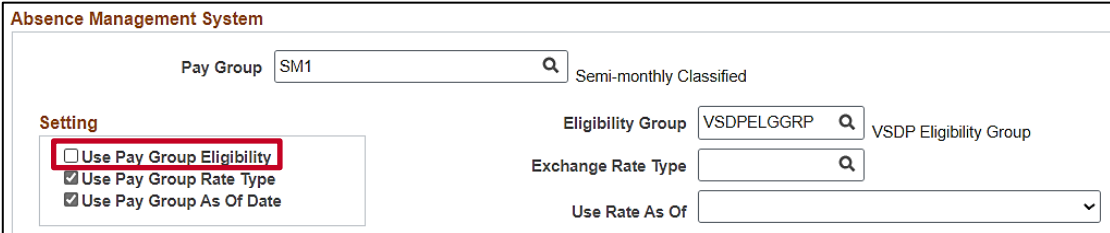
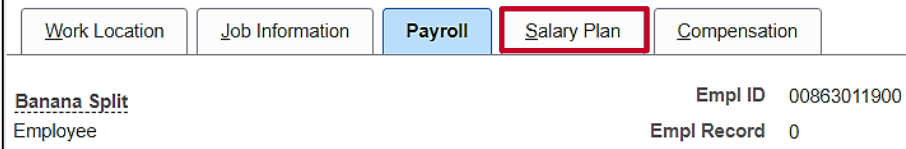
Human Resources Job Aid

HR351_Completing a Rehire

Step	Action
	The Job Information tab displays. Work LocationJob InformationPayrollSalary PlanCompensation Banana SplitEmployee Empl ID 00863011900 Empl Record 0 Job Information Details ? Effective Date10/28/2024 Effective Sequence0 HR StatusActive Payroll StatusActive ActionRehire ReasonRehire Job IndicatorPrimary Job Current Job Code92313 Entry Date10/28/2024 Supervisor LevelE Reports ToDLI00069View Current Incumbents Regular/TemporaryRestricted Empl ClassClassified Regular ShiftNot Applicable Classified IndClassified Analyst SOC Code EmployeeSupervisor NameDLI0006900862330500JOHN DOE Public Outreach Marketing Spec00862330500JOHN DOE Full/PartFull-Time *Officer CodeNone Shift Rate Shift Factor Standard Hours ? Standard Hours40.00 FTE1.000000 Adds to FTE Actual Count? Work PeriodWWeekly Encumbrance Override Go To Row

Step	Action
The Payroll tab displays. 	
16.	The Absence System field may default to “Other”. If the employee is Wage, keep the default of “Other”. If the employee’s Agency uses Cardinal Absence Management and the employee is salaried, click the dropdown button and select “Absence Management”. 
17.	Click the Pay Group Look Up icon and select the applicable Pay Group within the Payroll for North America section. 
	The Employee Type and Holiday Schedule fields default based on the Pay Group selection.

Step	Action
18.	Click the Tax Location Code Look Up icon and select the applicable tax location code. Payroll for North America ? Pay Group SM1 Q Semimonthly Class (SATFRI07) Employee Type S Q Salaried Holiday Schedule HOLSAL Q Sal.HolSch Tax Location Code 760 Q Richmond (City) GL Pay Type FICA Status Subject ▼ Edit ChartFields Combination Code

Step	Action
21.	Click the Eligibility Group Look Up icon and select the applicable eligibility group. 
	For further information on selecting the correct eligibility group, see the Job Aid titled TA374_Absence Management Leave Types and Eligibility. This Job Aid can be found on the Cardinal website in Job Aids under Learning.
22.	De-select the Use Pay Group Eligibility checkbox option. 
23.	Once the payroll information is entered, click the Salary Plan tab at the top of the page. 



Step	Action
	The Salary Plan tab displays. Work Location Job Information Payroll Salary Plan Compensation Banana Split Employee Empl ID 00863011900 Empl Record 0 Salary Plan Details ? Effective Date 10/28/2024 Effective Sequence 0 HR Status Active Payroll Status Active Action Rehire Reason Rehire Job Indicator Primary Job Current Salary Admin Plan UG Grade Step Ungraded Grade Entry Date Step Entry Date ☐ Includes Wage Progression Rule Job Data Employment Data Earnings Distribution Benefits Program Participation Save Return to Search Notify Refresh Update/Display Include History Work Location Job Information Payroll Salary Plan Compensation



Step	Action
------	--------

The **Compensation** tab displays.

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

Banana Split Employee Empl ID 00863011900
Empl Record 0

Compensation Details ⓘ

Effective Date 10/28/2024 Go To Row

Effective Sequence 0 Action Rehire
HR Status Active Reason Rehire
Payroll Status Active Job Indicator Primary Job Current

Compensation Rate 2,125.000000 *Frequency S Q Semimonthl

► Comparative Information ⓘ

► Pay Rates ⓘ

Default Pay Components

Pay Components ⓘ

Amounts | Controls | Changes | Conversion | ⌵

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1 STATE Q	0	51,000.000000	USD Q	A Q		+	-

Calculate Compensation

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Notify | Refresh Update/Display | Include History

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

26. Click the ***Frequency Look Up** icon and select the applicable pay frequency.

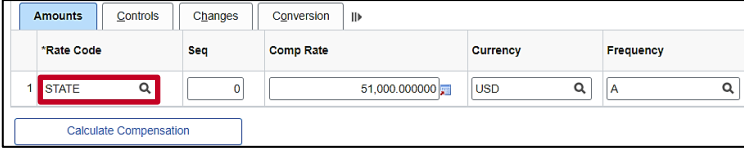
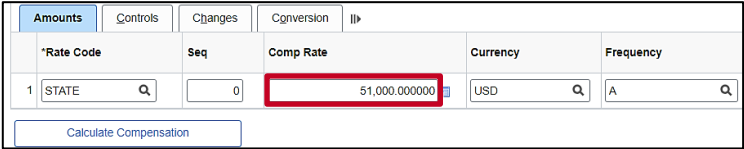
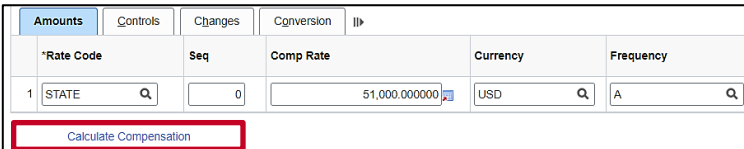
Action Rehire
Reason Rehire
Job Indicator Primary Job Current

*Frequency S Q Semimonthl

27. Click the **Default Pay Components** button.

► Pay Rates ⓘ

Default Pay Components

Step	Action
28.	Click the Rate Code Look Up icon and select the applicable rate code. 
	The Currency will always be “USD” and the Frequency field defaults based on the Rate Code selected. Do not update these fields.
29.	Enter the applicable compensation amount in the Comp Rate field as either an annual or hourly compensation amount. 
30.	Click the Calculate Compensation button. 

The **Compensation Rate** field is automatically updated.

Banana Split Employee Empl ID 00863011900 Empl Record 0

Compensation Details 1 of 2

Effective Date 10/29/2024 Go To Row

Effective Sequence 0 Action Rehire

HR Status Active Reason Rehire

Payroll Status Active Job Indicator Primary Job Current

Compensation Rate 2,125.000000 *Frequency S Semimonthly

► Comparative Information

► Pay Rates

Default Pay Components

Pay Components

1 of 1

Amounts	Controls	Changes	Conversion	IL	
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 STATE	0	51,000.000000	USD	A	

Calculate Compensation

Step	Action
31.	Click the Employment Data link at the bottom of the page. Job Data Employment Data Earnings Distribution Benefits Program Participation

The **Employment Information** page displays.

Employment Information

Banana Split

Empl ID 00863011900

Employee

Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0

Original Start Date 07/25/2024

☐ Override

Last Start Date 07/25/2024

First Start Date 07/25/2024

Years

Months

Days

Termination Date

Org Instance Service Date 07/25/2024

☐ Override

0

3

3

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date 10/28/2024

First Assignment Start 07/25/2024

Assignment End Date

Home/Host Classification Home

Years

Months

Days

Time Reporter Data

Company Seniority Date 07/25/2024

☐ Override

0

3

3

Benefits Service Date 07/25/2024

☐ Override

0

3

3

Seniority Pay Calc Date 07/25/2024

☐ Override

0

3

3

VSDP Sick/PER Leave Effct Date 07/25/2024

0

3

3

Probation Date

Last Verification Date

Business Title Analyst

*Employee Eligible for Telework?

Employee Eligible for Telework

Tenure Status/Contract Type

Alternate Leave Plan

☒ Alternate Work Schedule

VSDP Enroll Date

Agency Use Field 1

Agency Use Field 2

Agency Use Field 3

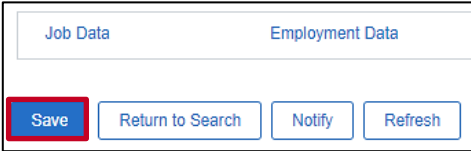
	For a detailed description of the date fields on the Employment Information page, refer to the Job Aid titled HR351_Managing Service Dates and Breaks in Service . This Job Aid can be found on the Cardinal website in the Job Aids under Learning .
32.	In the Instance Record section under Organizational Assignment Data , enter or select the date probation ends in the Probation Date field, if applicable. Probation Date

Step	Action
33.	Select the appropriate value for the *Employee Eligible for Telework field using the dropdown button provided. *Employee Eligible for Telework? Employee Eligible for Telework ▼ Alternate Leave Plan ☒ Alternate Work Schedule VSDP Enroll Date
	For further information on selecting the appropriate telework option, see the Job Aid titled HR351_Managing Employee Teleworker Data. This Job Aid can be found on the Cardinal website in Job Aids under Learning.
34.	If the Agency does not use Cardinal Absence Management, the Alternate Leave Plan field must be completed based on the employee's leave program (i.e., VSDP Elig Group) in order for the employee to have a complete Total Compensation statement in Cardinal Employee Self-Service (ESS). *Employee Eligible for Telework? Employee Eligible for Telework ▼ Alternate Leave Plan ☒ Alternate Work Schedule VSDP Enroll Date
35.	Enter the enrollment date in the VSDP Enroll Date fields. This field is provided to VNAV and is used by the VSDP vendor to determine the original program enrollment date. A rehire will have a one-year waiting period for VSDP enrollment. After the waiting period, the original VSDP enrollment date will apply with their program eligibility. HR Analysts should refer to program rules and confer with DHRM and/or VRS if this effective date is not clear. *Employee Eligible for Telework? Employee Eligible for Telework ▼ Alternate Leave Plan ☒ Alternate Work Schedule VSDP Enroll Date
36.	In the Person Employment Dates section, enter the original hire date in the Continuous State Service Date field. This field is used to determine eligibility for legislative pay increases for all salaried employees, as well as severance and benefits at layoff for VPA covered employees, if applicable. Person Employment Dates ? Continuous State Service Date 08/10/2021 Previous State Service Months 0 Annual Leave Eligibility Date 08/10/2021 Veteran's Service Credit Months 0 Total Service Credit Months 0

Step	Action
37.	Enter the original hire date in the Annual Leave Eligibility Date field. This field must be updated for all VPA covered employees and salaried employees for agencies that use Cardinal's Absence Management and auto populates the Company Seniority Date field. Person Employment Dates ? Continuous State Service Date08/10/2021 Annual Leave Eligibility Date08/10/2021 Previous State Service Months0 Veteran's Service Credit Months0 Total Service Credit Months0
38.	Enter the service months in the Previous State Service Months field. Use the hire date as the effective date. This field is used when there is a break in service (Rehires only). If this information is not available at the time of rehire, this information can be entered later. Person Employment Dates ? Continuous State Service Date08/10/2021 Annual Leave Eligibility Date08/10/2021 Previous State Service Months0 Veteran's Service Credit Months0 Total Service Credit Months0
39.	Enter the months of veteran's service in the Veterans Service Credit Months field, if applicable. Person Employment Dates ? Continuous State Service Date08/10/2021 Annual Leave Eligibility Date08/10/2021 Previous State Service Months0 Veteran's Service Credit Months16 Total Service Credit Months0
i	The annual leave accrual is determined by using state service and veteran's service in the military, National Guard, or Reserves. The Total Service Credit Months field is a read-only field. It is auto populated as the sum of the veteran's service credit months and the previous state service months. It is used to determine the annual leave eligibility date when there is a break in service or veteran's service applies. Person Employment Dates ? Continuous State Service Date08/10/2021 Annual Leave Eligibility Date08/10/2021 Previous State Service Months0 Veteran's Service Credit Months16 Total Service Credit Months16
40.	Click the Benefits Program Participation link at the bottom of the page. Job Data Employment Data Earnings Distribution Benefits Program Participation

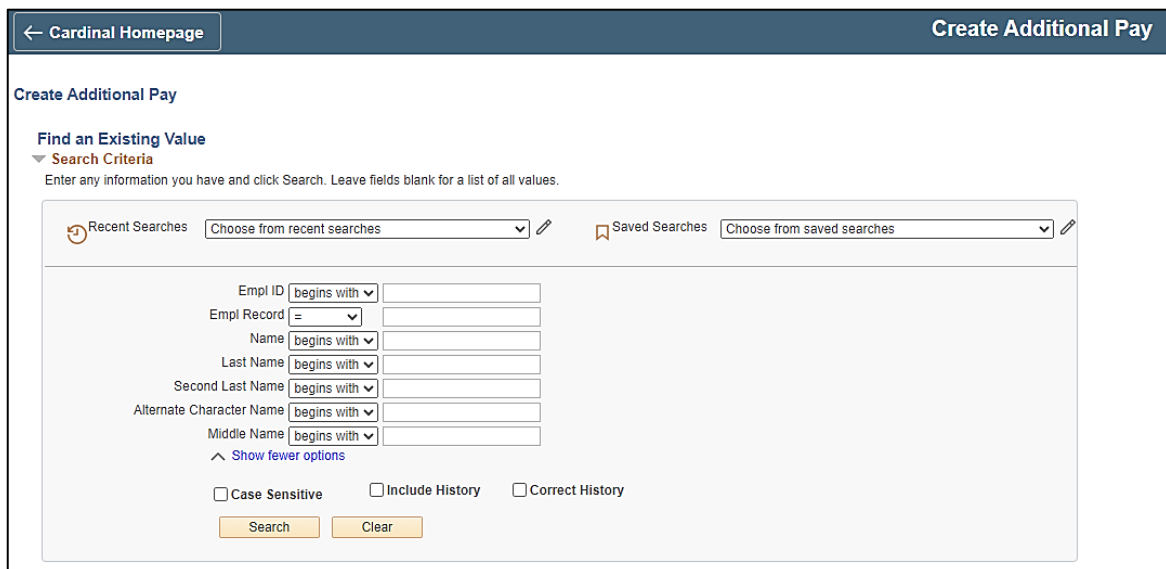


Step	Action
	The Benefit Program Participation page displays. Benefit Program Participation Banana Split Employee Empl ID 00863011900 Empl Record 0 Benefit Status ? 1 of 2 Benefit Record Number 0 Effective Date 10/31/2024 Effective Sequence 0 HR Status Active Payroll Status Active *Benefits System Benefits Administration Annual Benefits Base Rate USD Go To Row Current Benefits Employee Status Active ACA Eligibility Details Benefits Administration Eligibility ? BAS Group ID Elig Fld 1 Elig Fld 4 Elig Fld 7 Elig Fld 2 181001000 Elig Fld 5 Elig Fld 8 12-24 Elig Fld 3 Y Elig Fld 6 Elig Fld 9 SF-GB Benefit Program Participation Details ? 1 of 1 View All Effective Date 07/25/2024 Benefit Program SAL Currency Code USD Salaried Employee Benefit Pgm Job Data Employment Data Earnings Distribution Benefits Program Participation
41.	Review the Benefits Program Participation information and validate for accuracy.
42.	Update the Elig Fld 2, 3, 8, and 9 fields as needed. For further information on the Eligibility Configuration Fields, see the Job Aid titled BN361_Overview of the Eligibility Configuration Fields. This Job Aid can be found on the Cardinal website in Job Aids under Learning. Benefits Administration Eligibility ? BAS Group ID Elig Fld 1 Elig Fld 4 Elig Fld 7 Elig Fld 2 181001000 Elig Fld 5 Elig Fld 8 12-24 Elig Fld 3 Y Elig Fld 6 Elig Fld 9 SF-GB

Step	Action
	Do not make any updates to the Benefit Program Participation Details section.
43.	Click the Save button. 
	Navigate to the Modify a Person page to update the employee's personal information which includes name, address, phone and email address. For further information on updating personal information, refer to the Job Aid titled HR351_Viewing and Maintaining Personal Data . This Job Aid is located on the Cardinal Website in Job Aids under Learning .
44.	Navigate to the Additional Pay page to using the following navigation: NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

The **Create Additional Pay Find an Existing Value** page displays.

Scenario: The employee was rehired with an effective date of 10/31/2024. Ensure that there are no additional pay transactions with an end date later than 10/31/2024 or with no end date.



← Cardinal Homepage Create Additional Pay

Create Additional Pay

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches 

Saved Searches Choose from saved searches 

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

[Show fewer options](#)

☐ Case Sensitive
 ☐ Include History
 ☐ Correct History

	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
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Step	Action
45.	Enter the rehired Employee's ID in the Empl ID field. Empl ID begins with ▾ Empl Record = ▾ Name begins with ▾ Last Name begins with ▾ Second Last Name begins with ▾ Alternate Character Name begins with ▾ Middle Name begins with ▾ ^ Show fewer options ☐ Case Sensitive ☐ Include History ☐ Correct History Search Clear
46.	Click the Include History checkbox. Empl ID begins with ▾ Empl Record = ▾ Name begins with ▾ Last Name begins with ▾ Second Last Name begins with ▾ Alternate Character Name begins with ▾ Middle Name begins with ▾ ^ Show fewer options ☐ Case Sensitive ☒ Include History ☐ Correct History Search Clear



Step	Action
47.	Click the Search button. Empl ID begins with Empl Record = Name begins with Last Name begins with Second Last Name begins with Alternate Character Name begins with Middle Name begins with Show fewer options ☐ Case Sensitive ☐ Include History ☐ Correct History Search Clear

The **Create Additional Pay** page displays.

< Benefit Program Participation

Create Additional Pay

Create Additional Pay

Banana Split

Employee

Empl ID 00863011900

Empl Record 0

Additional Pay

Find | View All

First 1 of 1 Last

*Earnings Code

Mobile Device Nontaxable

Effective Date

Find | View All

First 1 of 1 Last

Effective Date

Payment Details

Find | View All

First 1 of 1 Last

*Addl Seq Nbr

End Date

Rate Code

Reason

Earnings

Hours

Hourly Rate

Goal Amount

Goal Balance

Sep Check Nbr

☐ Disable Direct Deposit

☒ OK to Pay

☐ Prorate Additional Pay

Applies To Pay Periods

☒ First ☐ Second ☐ Third ☐ Fourth ☐ Fifth

Job Information

Tax Information

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Step	Action
48.	Verify that there are no active additional pay transactions prior to the rehire effective date for the employee. In this example, the end date of "8/27/2024" is prior to the rehire effective date. Therefore, no action is needed. If there was no end date or an end date after the rehire effective date, a transaction should be entered to stop the Additional Pay.
	To stop an Additional Pay transaction, refer to the job aid titled HR351_Processing Additional Pays . This Job Aid can be found on the Cardinal website in Job Aids under Learning .

Agency Next Steps after Entering the Rehire

Be sure to enter/review the employee's citizenship, update the employee's personal data, and add telework agreement if one has been established/approved.

- For further information on entering citizenship information, updating personal data and telework agreement, see the Job Aids titled **HR351_Viewing and Modifying Personal Data** and **HR351_Maintain Employee Teleworker Data**. These job aids can be found on the Cardinal website in **Job Aids** under **Learning**

If the Agency requires the Employee Activity Report to be placed in the personnel file, be sure to run the **Employee Activity Report**. This report can be found in the **Cardinal HCM Human Resources Reports Catalog**. The reports catalog can be found on the Cardinal website in **Reports Catalog** under **Resources**.

Communicate with the employee to update state and federal withholding forms, direct deposit elections, etc. per established business practices. If the tax withholding paper is not collected and entered prior to the first payroll period, withholdings will default to single and zero. State taxes will default to Virginia.

Coordinate with Agency Benefits Administrators to ensure that eligible employees complete their benefit elections (within 30 days per OHB policy).

- For further information on completing benefit elections, see the Job Aid titled **BN361_Completing a New Hire Enrollment**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**

Coordinate with an Agency Time and Labor (TL) Administrators to ensure that all employees are assigned the applicable Work Schedule (can be assigned by either a TL Administrator or the employee's supervisor) and review their TA eligibilities (i.e., overtime, comp leave, etc.).

- For further information on assigning work schedules, see the Job Aid titled **TA_Maintaining Employee Work Schedules**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**