

# New Cardinal Website Pages: User Support Guides and Resource Revisions

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



## The Cardinal Newsletter - April 28, 2023

**This communication is being sent to all Cardinal Financials users and Cardinal Human Capital Management (HCM) Administrators.**

We are excited to announce the launch of two new pages on the Cardinal website that we believe will enhance your experience with the Cardinal system: the User Support Guides and the Resource Revisions pages.

### **Cardinal HCM User Support Guides**

Home / User Support Guides

## User Support Guides

Select your user type to view the user support guide.

### New Users

New to Cardinal? Welcome! There is key information your HR professional will need to provide to you, so you can access and utilize the system efficiently and effectively! Start with our Cardinal New User Guide to understand your next steps.

[New Users](#)

### Employee Self-Service Users

ESS users can view/update information that is unique to them (e.g., name, address, personal email), and access is granted automatically when an employee is hired, based on job data attributes. Reach out to your HR professional if you have questions about your ESS access.

[ESS Users](#)

### Core Users

Core users have access to perform their job functions in Cardinal (HR/Accounts Payable professionals), and access is granted manually by the Cardinal Security team based on agency submission of a security request form. Reach out to your agency's Cardinal Security Officer if you have questions about Core user access.

[Core Users](#)

The Cardinal HCM User Support Guides page, located on the [Cardinal Website > User Support > User Support Guides](#), provides a summary resource by user type to help navigate the Cardinal HCM application and troubleshoot common issues.

These guides feature support options including frequently asked questions, links to step-by-step job aids, and troubleshooting, to help users make the most of Cardinal HCM. Whether you're a new user looking to get started or an experienced user seeking more advanced topics, these guides are a helpful resource.

## Resource and Learning Materials Revisions

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### Resource and Learning Material Revisions

A list of new resources and major revisions to job aids, course materials, videos, and other resources for the Cardinal HCM and Financials applications.

#### Cardinal HCM Recent Revisions

Module	Name of Resource	Resource Type	Revision Date	Summary
Human Resources and Benefits	<a href="#">HR352, Cardinal HR and Benefits for HBO Agencies and Decentralized Localities</a>	Course Materials	3/29/2023	This course replaces the course titled "HR352, Cardinal Employee Data Setup and Maintenance (Benefits Only)" and includes both the HR and benefits information for HBO agencies and decentralized localities.
Payroll	<a href="#">Single Use Payroll Online Tool (SPOT)</a>	Various	3/29/2023	The SPOT Earnings Template for mass uploads has been updated to include the Addl Seq Nbr field. The corresponding <a href="#">PF381, Using the Single Use Payroll Online Tool (SPOT)</a> job aid has also been updated. Details of the change were sent from SFO to Payroll contacts.
Human Resources	<a href="#">Cardinal HCM Human Resources Reports Catalog</a>	Reports Catalog	3/29/2023	Added the Teleworker Statistics Report. Reference the <a href="#">Cardinal HCM, Teleworkers Statistics Report - Now Available</a> communication for additional details.
Human Resources	<a href="#">Cardinal HCM Reports Catalog Separated into Functional Areas</a>	Reports Catalog	3/12/2023	Replacement of the Cardinal HCM Reports Catalog into four separate catalogs, organized by the following functional areas: -Cardinal HCM Human Resources Reports Catalog -Cardinal HCM Benefits Reports Catalog -Cardinal HCM Time & Attendance Reports Catalog -Cardinal HCM Payroll Reports Catalog
Payroll	<a href="#">PF381, Viewing and Printing Paychecks and W-2s for an Employee</a>	Job Aids	2/15/2023	New job aid directed to Payroll Administrators supporting ESS users to print/view paychecks on behalf of the employee.
Time & Attendance	<a href="#">TA371, Timekeeper Processing</a>	Course Materials	2/15/2023	Added information about the Delegation Administrator and Special Restricted Approver roles.
Benefits	<a href="#">BN361, Benefits Enrollment and Maintenance</a>	Course Materials	2/10/2023	Updated the course flow and added content related to viewing employee benefits information.
Navigation, Reporting, Approvals	<a href="#">NA1225 Running an HCM Query</a>	Job Aids	2/9/2023	Added section to job aid about using the Scheduled Query function. Reference the <a href="#">communication</a> for additional details.
Time & Attendance	<a href="#">TA372, Time and Attendance Administration</a>	Course Materials	2/6/2023	Added information about the Delegation Administrator and Special Restricted Approver roles.
Human Resources	<a href="#">Telework Enhancement Resources</a>	Various	2/6/2023	Telework update. Reference Maintain Teleworker <a href="#">communication</a> for details on all new affected resources.

The Resource Revisions page, located on the [Cardinal Website > Learning > Resource Revisions](#), is where you can find a list of major revisions to job aids and course materials for both Cardinal Financials and HCM.

This page is a great way to stay informed about the latest major updates and new Cardinal training resources.

We encourage all users to explore the new User Support Guides and Resource Revisions pages on the Cardinal website. If you have any questions or feedback, please don't hesitate to contact us at [projectcardinal@doa.virginia.gov](mailto:projectcardinal@doa.virginia.gov).

### A Note from the Cardinal Project Team...

Attention: Please do not delete, block, unsubscribe, or tag this email as spam. There is important Cardinal HCM information in this newsletter that you won't want to miss.

To learn more about the Cardinal HCM Project, please visit our website at <https://www.cardinalproject.virginia.gov/>.

If you have any questions concerning the contents of this communication, please send an email to [projectcardinal@doa.virginia.gov](mailto:projectcardinal@doa.virginia.gov).

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