**This communication is being sent to Benefits Administrators of all Cardinal HCM agencies.**



Starting **Wednesday, November 1, 2023,** a new Benefit Event Class Code (HR2) will be used in Cardinal to enroll employees in Imputed Life. Benefit Administrators (BA) do not need to add this event manually to an employee's record, because it will be automatically generated when an employee is hired/rehired in Cardinal.

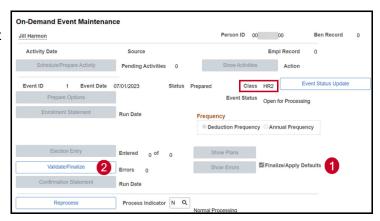## Benefit Event Class Code HR2 - Imputed Life Enrollment

Upon hire/rehire new Benefit Event Class Code, **HR2** (Event Class description: Immediate Enrollment), is generated and automatically enrolls employees in Imputed Life.

• No data entry or agency BA action is required on the HR2 Benefit Event.
• The HR2 Benefit Event will automatically close when the Benefits Administration process (Ben Admin) automatically runs overnight.

**Need to enroll a new employee before the Ben Admin process runs?**

BAs can close the HR2 Benefit Event on the On-Demand Event Maintenance page by:

1. Checking the Finalize/Apply Defaults check box

2. Clicking the Validate/Finalize button



Once the HR2 Benefit Event is closed, the employee's imputed income enrollment will be established, and the HIR Benefit Event will be open and available for data entry.

## Questions?

If you have functional/technical questions, submit help desk ticket to vccc@vita.virginia.gov and include "**Cardinal BN HR2** …" in the subject line.

- In the email provide detailed information about your issue (i.e. functional area, page, actions, error).
- Include your name, email address, and a phone number where you can be reached.

Regards,

The Cardinal Team