

# ***HEALTH BENEFITS E-NEWS***

*Department of Human Resource  
Management  
Office of Health Benefits*

*August 17, 2021*

## **Important Dates and Information for the Release of Cardinal Human Capital Management (HCM)**

BES will be taken offline on Wednesday, September 15, 2021 at 5:00pm and will be unavailable until 3:00pm Sunday, September 19, 2021 due to the migration of Cardinal Release 1 (R1) agencies out of BES. BES will be brought back online on Sunday, September 19, 2021. Once BES is available on 9/19/21, R1 agency data will be read-only.

R1 agencies should note the following:

- R1 agencies should enter all transactions into BES that are effective on or before 10/1/2021 prior to 5:00pm on 9/15/2021.
- R1 agencies should not enter any future-dated transactions effective after 10/1/21 into BES.
- Transactions for R1 agencies not entered in BES by close of business on 9/15/21 will need to be held and entered in Cardinal after go-live on Saturday, 10/2/21.
- All transactions for R1 agencies effective after 10/1/21 must be entered in Cardinal.

If you have an employee who has an immediate need for coverage between September 15 and October 1, please submit your request for assistance, including any enrollment forms and supporting documentation, to **ohb@dhrm.virginia.gov** or **fax to 804.371.0231**. Include the following notation in the email subject line or as a notation on the fax so that the request can be triaged appropriately: *Release 1 Agency Request – Urgent BES Update Needed*.

Remember that your agency will still be required to update the employee's benefits record in Cardinal after the 10/2/2021 go-live date.

During the interim period between Cardinal Release 1 and Release 2, R1 agencies will use the PSE300 transaction to generate new participant IDs. Cardinal will use the IDs generated out of PMIS/BES for R1 participants until Release 2 in April 2022.

***Please do no reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at [ohb@dhrm.virginia.gov](mailto:ohb@dhrm.virginia.gov)***