

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

*Department of Human Resource Management  
Office of Health Benefits*

September 9, 2022

## **Important Dates and Information for Cardinal Human Capital Management (HCM) and Benefits Eligibility System (BES) due to the Cardinal Release 3 Deployment**

**BES** will be taken offline on **Tuesday, September 13, 2022 at 5:00 pm** and **will be unavailable Wednesday, September 14, 2022** due to the migration of Cardinal Release 3 (R3) agencies out of BES. BES will be brought back online on Thursday, September 15, 2022.

**Cardinal** will be taken offline on Thursday, September 22, 2022 at 5:00 pm and will be unavailable through Sunday, October 2, 2022.

**Release 3 (R3) agencies** should note the following:

- Once BES is available on 9/15/2022, R3 agency data will be read-only.
- R3 agencies should enter all transactions into BES that are effective on or before 10/01/2022 prior to 5:00pm on 9/13/2022.
- R3 agencies should not enter any future-dated transactions effective after 10/01/22 into BES.
- Transactions for R3 agencies not entered in BES by close of business on 9/13/22 will need to be held and entered in Cardinal after go-live on Monday, 10/3/22.
- All transactions for R3 agencies effective after 10/01/22 must be entered in Cardinal.

If you have an employee who has an immediate need to access coverage between September 14 and October 2, please submit your request for assistance, including any enrollment forms and supporting documentation, to [ohb@dhrm.virginia.gov](mailto: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: Cardinal Agency Request – Urgent BES Update Needed.

Remember that your agency will still be required to update the employee's benefits record in Cardinal after 10/2/22.

**Release 1 (R1) and Release 2 (R2) agencies** should note the following:

- R1 and R2 agencies will not have access to Cardinal applications after 5:00pm on 09/22/22 and will be offline through 10/02/22.
- R1 and R2 agencies should enter all transactions into Cardinal that are effective on or before 10/01/2022 prior to 5:00pm on 9/22/22.
- Agencies will use the PSE300 transaction to generate new participant IDs. Cardinal will use the IDs generated out of PMIS/BES for R1/R2 participants until 9/22/22.

- Transactions for R1 and R2 agencies not entered in Cardinal by close of business on 9/22/22 will need to be held and entered in Cardinal on Monday, 10/3/22.

If you have an employee who has an immediate need to access coverage between September 23 and October 2, please submit your request for assistance, including any enrollment forms and supporting documentation, to [ohb@dhrm.virginia.gov](mailto: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: Cardinal Agency Request – Urgent BES Update Needed.

Remember that your agency will still be required to update the employee's benefits record in Cardinal after 10/2/22.

### **Instructions for 10/1/22 VRS Retirees and LTD Participants Healthcare Elections**

Cardinal R1 or R2 agencies: For employees who are transitioning into the VRS retirement/LTD group (005) for 10/1, the Office of Health Benefits (OHB) can make the update in the Benefits Eligibility System (BES) without the normal Cardinal update to retire the employee. Please submit the form to [ohb@dhrm.virginia.gov](mailto:ohb@dhrm.virginia.gov) for each retiree and include 10/1 Retiree Enrollment Form in the subject line. Be sure to complete and include Section 5 of the Retiree/LTD Enrollment Form.

Cardinal Release 3 Agencies: You can update BES with the retiree's election prior to the blackout period, even though the transaction will be effective as of 10/1.

Please be sure to provide the retiree's information to VRS so the retiree's information is established in their systems. The healthcare enrollments should update accurately into the Cardinal system with the transition as long as the retiree is in the VRS system for the 10/1 retirement.

***Please do not 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)***