

# FY2023 - Statewide Salary Increase

## Cardinal HCM Instructions

**The following guidance applies to salaried employees and administrative and professional faculty for Cardinal agencies giving the statewide five percent increase.**

Your agency will receive an Excel workbook preview file. This file contains a list of Cardinal employees who are either designated to receive or to be omitted from the **July 10, 2022** salary increase. Please review the list and instructions carefully.

**Note:** Click on **Enable Content** in the workbook before proceeding.

This workbook contains the following tabs:

1. Instructions
2. Column Definitions
3. Salary Increase Template

**Note:** The population included in this extract includes all Active Salaried Employees (Active, Unpaid Leave, Paid Leave)

**Note:** Reasons for default Block on this extract:

1. State Hire Date after 4/10/2022,
2. Employees on Unpaid Leave of Absence,
3. Employees on Paid Leave with an Expected Return Date Prior to 7/10/2022

### **Instructions:**

1. The Filename should not be changed. The name and format of the updated file uploaded to DHRM's "File Utility Upload" should remain the same as the original file that was downloaded from DHRM's "File Utility Upload"
2. Rows should not be added or removed from the spreadsheet. Please do not change or reformat the spreadsheet. When scrolling through the spreadsheet columns A-H are frozen and the column headers are frozen.
3. The only information that should be updated should be in the Blocked or Agency Comments columns.

4. Once the information on the Salary Increase tab has been reviewed, BLOCKS confirmed or changed and any UNBLOCKS added, the file must be uploaded to DHRM's "File Utility Upload" repository by the agency. If you do not have access to this repository, please submit the DHRM Computer Applications Access Request Form (<https://web1.dhrm.virginia.gov/itech/forms/DHRMUserAccessRegistrationform.pdf>) to [iHelp@dhrm.virginia.gov](mailto:iHelp@dhrm.virginia.gov).

5. Send an email to [compensation@dhrm.virginia.gov](mailto:compensation@dhrm.virginia.gov) providing notification that there is a file in the secure file repository for review and approval. **The last day for agencies to submit the completed file is Tuesday, July 5.**

6. Any questions about the data on this extract or other Cardinal-related questions for this process should be sent via a VCCC ticket with a subject line of "Cardinal - FY23 Salary Increases".

**Note:** If any changes are made to the salaried employees after this extract was taken on 6/24/2022 and before the final extract is taken at 8:00 PM on 7/8/2022, Cardinal will take these updates into account before Cardinal starts the Salary Increase update process. Please avoid entering future-date transactions beyond effective date 7/9/2022, as this will result in an error in the mass upload and the agency will be responsible to coordinate the changes to these employees. Any Position/Job/Additional Pay related information that is updated after 8:00 PM on 7/8/2022 will be in jeopardy of being overwritten in the system by the Salary Increase process.

**Note:** Employees who become eligible or ineligible after this file is submitted will need be manually processed by the agency unless indicated in the agency comments.