

DATE: June 30, 2025

FROM: Governor Glenn Youngkin

TO: Governor's Cabinet

RE: Cardinal HCM Data

Cabinet Secretaries,

The accuracy of data in Cardinal HCM is critical to deliberation and decision making by the General Assembly, the Administration, Agencies and other key stakeholders. The Commonwealth's ERP, Cardinal is considered the **system of record** for Human Resources, Finance and Payroll transactions and data from Cardinal is used every day. Recognizing that agencies and institutions of higher education may use supplemental systems for their HR and Finance functions, it is imperative that certain critical data elements shared across the Commonwealth are input and maintained accurately in Cardinal HCM.

A recent review of position data has uncovered many discrepancies regarding the actual number of positions funded, whether filled or vacant. This is separate from agency MEL (Maximum Employment Level), which is the total authorized number of full-time positions approved by the General Assembly and the Governor each year during the budget process. Funded positions, both filled and expected to be filled within the current fiscal year are those supported by appropriations.

In Cardinal, all funded positions are coded as "Active." Active Positions are designated Filled when occupied by an employee or Vacant. Unfunded positions are "Inactive". Inactive positions are not funded, therefore not anticipated to be filled within the current fiscal year. Inactive positions are typically positions which are authorized (in MEL) but not funded.

In addition to ensuring that positions are properly designated in Cardinal HCM, it is important that each filled position be updated with its funding source(s) by percent of the time allocated to each fund. This data must also be updated and maintained accurately in Cardinal.

Please direct your agencies to update Cardinal HCM data consistent with the proper position definitions no later than August 15, 2025.

If you, or your Agency staff have questions, contact [DHRM](#).

Glenn Youngkin
Governor of Virginia