



**HR Highlights
January 2024**

January Focus on Data Clean Up

The transition to a new year is always a great time to organize, which includes HR data. Reviewing and validating HR data in Cardinal is essential to ensure the accuracy and reliability of your agency's workforce information. This data impacts benefits, payroll, time and labor, and finance processing. Keying and interfacing errors can happen in any system. Therefore, an HR Data audit is critical to quickly identify issues and correct errors.

Cardinal has provided a number of resources to assist agencies with data integrity:

- Cardinal reports and queries are available to audit your HR data on a recurring basis.
- [Cardinal Reports Catalogs](#) list the available reports and queries, along with their descriptions.
- **Cardinal Jobs Aids** provide step-by-step instructions on how to use reports and queries and processes to manage HR data.
- [Web-Based Training \(WBT\)](#): NAV225: Cardinal Reporting (HCM) and other WBTs are available on the Cardinal website.
- [Reporting Tutorial Videos](#): these videos demonstrate how to run and generate Cardinal reports and queries

As a reminder, HR Data is extracted from Cardinal and interfaced to other systems, including agency-specific systems and third-party systems such as COVLC, VRS and Anthem. In addition to improved reporting, a focus on data cleanup will enable you to access employee records in these systems more quickly.