February
HR Highlights

PageUp Enhancement – 2-way integration between PageUp and Cardinal

We have begun a project to implement a 2-way integration between PageUp and Cardinal. As most of you know, PageUp receives position and location data from Cardinal. This 2-way integration will allow us to import more data from Cardinal to include users, more details on positions, work types, pay scales, EEO codes etc.

Most importantly, the outbound file from PageUp to Cardinal will import new hires, rehires and transfers which will eliminate your teams having to key these changes into Cardinal. The outbound file feature will be available only to agencies that use Cardinal as their primary HCM. This change will require your agencies to complete the offer process in PageUp which will include required documentation sent to the selected candidate for their completion so it may be included in the outbound file. We are looking at the current offer card and implementing ways to improve the process including allowing agencies to upload their own offer letters and not be visible to other agencies.

We will keep you updated through HR Highlights and the monthly Recruitment Network Action Team meetings. We also want to get input from agencies. If you have someone on your team who wants to help us by serving as a sounding board during this implementation, please email Ponnette Smith.

We hope this change will improve the recruitment workflow while helping to alleviate the keying burden of your teams. Please email rmsinquiry@dhrm.virginia.gov with any questions.