



## July HR Highlights

### Reminder to Review and Correct HR Data in Cardinal

Validating HR data in Cardinal is essential to ensuring the accuracy and reliability of your agency's workforce information. In addition to facilitating the statewide increase, accurate Cardinal HR data is important for several reasons:

#### Accuracy

- Cardinal is **THE** source of HR data used to generate reports and metrics across all Secretariats.
- HR data impacts benefits, payroll, time and labor, and finance processing.

#### Efficiency

- 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.

#### Compliance

- DHRM is mandated to provide a variety of HR reports to the Secretariats, Chief of Staff, and Governor.
- Cardinal HR data is used in statewide reports where data from all agencies is quantified.

#### Trust

- Most employees can view their HR data in Employee Self-Service (ESS). Employees are more likely to trust their agency if they know their HR data is accurate.

It is fully expected that keying and interfacing errors will happen. Utilizing and understanding Cardinal reports and queries will help catch and fix these errors quickly. The August 2023 HR Reports & Queries Forum is posted on the Cardinal Resource site to assist agencies with auditing HR data. DHRM and Cardinal have identified common data mis-matches that agencies need to analyze and correct on a recurring basis. For example: All VPA classified employee's should be in the job code category 19000-79999. This chart should help prevent mismatch data and may be used as a crosswalk to ensure that the position and job data are accurate.

Cardinal also offers several resources to assist in reviewing and understanding the data generated by reports and queries. These include:

- **Cardinal Reports Catalogs:** These 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.

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