



## HR Highlights November 2022

### **Reminder to Report EPR Data in Cardinal**

As a reminder, agencies are to report their EPR in Cardinal. The process to update employee and position counts in Cardinal is similar to the PMIS process previously used. *Please note that Parent Agencies will need to report for all of their Children/Sub agencies in Cardinal, even if they have 0 as their FTE total.* HR Administrators and HR EPR Only Users will use the EPR tool to update and certify that their filled position counts are reflected correctly. EPR reporting deadlines for Cardinal will be the 25th of every month. In addition to reporting, EPR data is used for other Commonwealth processes, including the budget and VITA's billing. Therefore, it is important that this task be completed timely.

DHRM will continue to send reminders for reporting EPR to the listed EPR data liaison for your agency. Please advise IHelp of any changes to your agency EPR contact. All agency EPR data from PMIS was converted for the current fiscal year.

Please review the EPR job aid for details on reporting EPR in Cardinal. Thank you all for being so patient and diligent through the Cardinal transition. It is greatly appreciated!