



HR Highlights September 2022

Workforce Plans Due by the End of September

As a reminder, Agency Workforce Plans are due to **DHRM by September 30, 2022**. Signed Plans and the Agency Strategy Template can be emailed to dhrm.wfp@dhrm.virginia.gov.

To complete the agency plan, follow the steps outlined [here](#). Begin with completing the Agency Profile Template and then complete the Agency Strategy Template. Any information entered into the Agency Profile can be directly imported into the Agency Strategy.

As a reminder, due to Cardinal R3, agencies are highly encouraged to obtain their FY22_Succession Plan Report from their agency repository and their agency's transaction information before the September 13th cutover period.

For any questions, please contact dhrm.wfp@dhrm.virginia.gov.