

#### **Interface Administration Overview**

This Job Aid provides information about the Employee Data Upload and Position Data Upload processes in Cardinal. It also provides common error messages from these uploads and their explanations.

#### **Table of Contents**

| Revision History                                  | 2  |
|---|----|
| Overview of Employee Data Upload Processing Rules | 3  |
| Employee Data Upload Error Processing             | 5  |
| Employee Data Upload Error Report                 | 6  |
| Employee Upload Error Query                       | 13 |
| Employee Data Upload – Common File Errors         | 16 |
| Employee Data Upload – Common Transaction Errors  | 17 |
| Position Data Upload Process                      | 19 |
| Position Data Upload Error Processing             | 21 |
| Position Data Upload Error Report                 | 22 |
| Position Upload Error Query                       | 29 |
| Position Data Upload Common File Errors           | 32 |
| Position Data Upload – Common Transaction Errors  | 33 |
|   |    |



## **Revision History**

| Revision Date | Summary of Changes   |
|---------------|--|
| TBD           | Updated the screenshots of the Search pages ( <u>Section 3</u> , after Step 1; <u>Section 9</u> , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid. |



#### **Overview of Employee Data Upload Processing Rules**

For agencies that opt to use agency-based HR systems, the HR003 Employee Data Upload interface enables Cardinal to receive daily files containing additions and changes to employee (salary and wage) personal and job data. Upon reception, Cardinal applies necessary updates to job data and employee tables.

These processes support the following scenarios:

- 1. New hires and rehires
- 2. Personal data update
- 3. Job data update
- 4. Intra-Transfers from one position to another
- 5. Inter-Transfers from one agency (company) to another
- 6. Termination
- 7. Establish and maintain Additional Pay for Temporary Pay or Military Pay
- 8. Enrollment into Absence Management
- 9. Enrollment to Benefits

Employee Data Upload files are processed through the following steps:

- 1. The agency sends personal and job data using a Cardinal flat file template posted on the secure Cardinal servers for processing (external system files should be placed in the Cardinal FTP server folder). Multiple files can be sent
- 2. The program loads data from the file(s) to a Cardinal Staging record, and transactions are processed in order of effective date
  - a. Transactions effective dated greater than one (1) day in the future are rejected for all Business Units other than VRSRT. (e.g., A transaction with an effective date of 3/4/2021 would be accepted in a file processed on 3/3/2021, but a transaction with an effective date of 3/5/2021 would be rejected and written to the error record). Rejected transactions are included on the error record
  - b. Future effective dated transactions are only accepted from Business Unit VRSRT
  - c. If multiple data change actions (i.e., Cardinal Action = DTA) occur for an employee with the same effective date, only the first row is processed, and all other rows are rejected
  - d. Cardinal will assign a new Employee ID to each new hire in the uploaded file
  - e. If the **Action** field is populated with "**Rehire**", but Cardinal does not have an existing record for that employee, the interface automatically adjusts the **Action** field to "**Hire**" and **Reason** field to "**New Hire**"

**Note:** The interface also populates a warning message of: "Received rehire request for an employee who was not in Cardinal."

## Human Resources Job Aid



### HR351\_Interface Administration

- 3. Rows that fail validation rules are written to the error table and are not loaded into Cardinal.
- 4. The upload program will assign default values as listed below for new hires while uploading Job Data:
  - a. The **Holiday Schedule** field assigns to the default Holiday Schedule associated with the Employee's Pay Group/Company combination
  - b. The **Absence System** field defaults to the Absence System associated with the Company value
  - c. The **Use Paygroup Eligibility** checkbox is always de-selected
  - d. The **Absence Paygroup** field assigns to the default selection based on a mapping table
  - e. The **Compensation Frequency** field defaults based upon the entry in the Paygroup.
- 5. All invalid rows are loaded into the error table and error log.

**Note:** Agencies should monitor their file server folder and review error reports to identify if the file submitted to Cardinal is rejected due to file level errors. Agencies should immediately transmit the corrected file. If the inbound employee file is accepted by Cardinal but has transaction level errors, all errors should be immediately corrected by the agencies. Cardinal will process the corrected file in the next nightly batch. Errors not addressed by the payroll processing deadlines may impact employee pay and earnings distribution.



# Human Resources Job Aid

### HR351\_Interface Administration

### **Employee Data Upload Error Processing**

There are two different rejection error levels for the **Employee Data Upload** program:

- 1. **File Level Error:** A file level error will occur if the file does not meet the file layout or other file requirements (e.g., corrupted file or invalid file name). If a file level error occurs, none of the transaction data in the file is uploaded into Cardinal. The file must be corrected by the agency and re-sent to Cardinal for processing.
- 2. Transaction Level Error: A transaction level error occurs if the file is successfully processed by Cardinal (no file level errors exist), but individual transactions contain invalid values or do not meet interfacing position reporting requirements for the employee or agency (e.g., missing required fields for a transaction). If a transaction level error occurs, only the transaction(s) with errors are rejected and all other transactions in the file are uploaded to Cardinal. The errored transaction(s) should be corrected in the agency source system and re-sent to Cardinal or corrected manually in Cardinal by the HR Administrator.
  - a. **Warnings:** The **Employee Data Upload** also contains warnings. Warnings indicate that the transaction loaded, but additional follow-up may be needed. They can also indicate that the interface loaded a value different from what was specified in the file (e.g., the file left a field blank, and Cardinal loaded a default value). Agencies should follow up on warnings and determine if any actions are needed.



### **Employee Data Upload Error Report**

The VHRR006 Employee Data Upload Error Report can be viewed for a file after the daily batch process has run to completion. The batch process posts the report to the Report Manager in Cardinal within the agency specific folder and to the file server for the agencies to retrieve automatically outside of Cardinal. Reports are available in the Report Manager for 30 calendar days and on the file server for seven days.

The Reports Manager is available via the following navigation:

#### NavBar > Menu > Reporting Tools > Report Manager

The error report can be regenerated at any time by end users. The report should be reviewed by the agency daily or based on the frequency the agency sends files. There are 2 options to generate this report manually:

**Option 1**: Run a standard **Employee Data Upload Error Report** - the output format is automatically generated by the system in a PDF format.

**Option 2**: Run the <u>V\_HR\_Employee\_Upload\_Error Query</u> - the output can be downloaded into an Excel/CSV format to enable data manipulation.



**Option 1**: The **Employee Data Upload Error Report** can be generated manually in a PDF format by completing the following steps:

| Step  | Action   |  |  |  |
|---|--|--|--|--|
| 1.  | Navigate to the Employee Data Upload Error Report page using the following path:   |  |  |  |
| NavBar > Menu > Workforce Administration > Job Information > Reports<br>Data Upload Error Rpt |  |  |  |  |
| e Emj   | bloyee Data Upload Error Rpt Find an Existing Value page displays.   |  |  |  |
|   | ← Cardinal Homepage Employee Data Upload Error Rpt   |  |  |  |
| E   | mployee Data Upload Error Rpt  |  |  |  |
|   | Find an Existing Value   |  |  |  |
|   | Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.  |  |  |  |
|   | 🕑 Recent Searches Choose from recent searches 🗸 🧨 📮 Saved Searches Choose from saved searches 🗸 🆉  |  |  |  |
| -   | Search by: Run Control ID begins with  |  |  |  |
|   | ~ Show more options  |  |  |  |
|   | Search Clear   |  |  |  |
| i   | For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid<br>"Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .  |  |  |  |
|   | Website in ees Alde ander Eeaning.   |  |  |  |
| 2.  | Enter the Run Control ID in the <b>Run Control ID</b> field.   |  |  |  |
| 2.  |  |  |  |  |
| 2.  | Enter the Run Control ID in the <b>Run Control ID</b> field.<br><b>Note</b> : If the user has never generated this report before, click the <b>Add a New Value</b> butt<br>to set one up. For further information on adding a Run Control ID, see the WBT titled<br><b>NAV225_Cardinal Reporting (HCM)</b> . This WBT can be found on the Cardinal website i   |  |  |  |
| 2.<br>3.  | Enter the Run Control ID in the <b>Run Control ID</b> field.<br><b>Note</b> : If the user has never generated this report before, click the <b>Add a New Value</b> butt<br>to set one up. For further information on adding a Run Control ID, see the WBT titled<br><b>NAV225_Cardinal Reporting (HCM)</b> . This WBT can be found on the Cardinal website in<br><b>Web-Based Training (HCM)</b> under <b>Learning</b> . |  |  |  |



| Step   | Action   |  |  |  |
|--|--|--|--|--|
| The Employee Data Upload Error Report page displays. |  |  |  |  |
|  | Employee Data Upload Error Rpt   |  |  |  |
|  | Run Control ID     V_HR     Report Manager     Process Monitor     Run   |  |  |  |
|  | Date Range File Parameters   |  |  |  |
|  | *From Date To Date Output to File Server   |  |  |  |
|  | Business Unit Selection  |  |  |  |
|  | *Tree Name *How Specified Selected Detail Values ~   |  |  |  |
|  | Select Value     Description   |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Save Return to Search Notify Add Update/Display  |  |  |  |
| 4.   | Enter the date range for when you want to run the report in the <b>Date Range</b> fields. This can be one day or several days based upon the date the files were uploaded. |  |  |  |
|  | Date Range   |  |  |  |
|  | *From Date To Date   |  |  |  |
|  |  |  |  |  |
| 5.   | In the *How Specified field, select "Detail – Selected Parents".   |  |  |  |
|  | *How Specified Detail - Selected Parents   |  |  |  |
|  | now specified  |  |  |  |
| 6.   | In the <b>*Tree Name</b> field, select "BU_HR003_EXT".   |  |  |  |
|  | *Tree Name BU_HR003_EXT Q  |  |  |  |
|  |  |  |  |  |
| 7.   | In the <b>Tree Node Selector</b> , click the <b>Tree</b> icon.   |  |  |  |
|  | Tree Node Selector   |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |



# Human Resources Job Aid

| Step      | Action  |
|-----------|---|
| 8.        | Click the <b>Folder</b> icon to expand the folder.                                  |
|           | Tree Node Selector  |
|           | 🙅 👳   |
|           | First   Previous   Next   Last   Left   Right                                       |
|           | BU_HR003_EXT - Demographics Upload  |
|           |   |
| The folde | r expands to list the business units ( <b>BU_HR003_EXT – Demographics Upload</b> ). |
|           |   |

|    |  | Tree Node Selector   |  |  |
|----|--|--|--|--|
|    |  | 🛖 👳  |  |  |
|    |  | First   Previous   Next   Last   Left   Right  |  |  |
|    |  | BU HR003 EXT - Demographics Upload            • 26100             • 15800             • 17100             • 21500             • 21700             • 24200             • 20400             • 20400             • 20100             • 20800             • 21100             • 23600             • 23600             • 24700             • 24700             • 2800             • 2800             • 2100             • 2800             • 2800             • 2800             • 2800             • 2800             • 2800             • 2800             • 2800             • 2800             • 2800             • 2800             • 2800             • 2800             • 2800             • 2800             • 2800 |  |  |
| 9. | Select the submi   | tting agency/agencies.   |  |  |
|    | <b>Note</b> : In this example, "60100" is selected.  |  |  |  |
|    | <ul> <li>20400</li> <li>20700</li> <li>20800</li> <li>21600</li> <li>22100</li> <li>23600</li> <li>24700</li> <li>24700</li> <li>24700</li> <li>VRSR1</li> </ul> |  |  |  |
|    | The <b>*Select Valu</b><br>field.  | ue and Description is automatically populated in the Select Values/Nodes   |  |  |
| A  | Select Values/No   | des  |  |  |
|    | Select Value   | Description  |  |  |
|    | 60100  | Department of Health   |  |  |
|    |  |  |  |  |



| Step             | Action  |
|------------------|---|
| 10.              | Click the <b>Run</b> button to run the report.  |
|                  | Report Manager Process Monitor Run  |
| The <b>Proce</b> | ess Scheduler Request page displays in a pop-up window.   |
|                  | Process Scheduler Request ×   |
|                  | Help User ID V_TRN_HR35101 Run Control ID V_HR  |
|                  | Server Name V Run Date 02/10/2025   |
|                  | Recurrence     Num     Run Time     11:00:10AM     Reset to Current Date/Time       Time Zone     Q   |
|                  | Select         Description         Process Name         Process Type         *Type         *Format         Distribution   |
|                  | Select     Distribution       Image: Select     Distribution       Image: Select     Distribution       Image: Select     Distribution       Image: Select     Distribution |
|                  | OK Cancel   |
| 11.              | Click the <b>OK</b> button to send the report to the Process Scheduler.   |
| The <b>Empl</b>  | oyee Data Upload Error Report page refreshes and displays the Process Instance number.  |
|                  | Employee Data Upload Error Rpt  |
|                  | Run Control ID     V_HR     Report Manager     Process Monitor       Process Instance:3418956   |
|                  | Date Range File Parameters  |
|                  | *From Date 02/10/2024 iii *To Date 02/10/2025 iii Output to File Server   |
|                  | Business Unit Selection   |
|                  | *Tree Name BU_HR003_EXT Q *How Specified Detail - Selected Parents ~  |
|                  | Tree Node Selector Select Values/Nodes  |
|                  | Select Value     Description       60100     Department of Health   |
|                  |   |



| Step             | Action  |
|------------------|---|
| 12.              | Click the <b>Process Monitor</b> link to view the report.   |
|                  | Report Manager     Process Monitor       Process Instance:3418953   |
| The <b>Proce</b> | ess List page displays.   |
|                  | Process List Server List  |
| l                | View Process Request For  |
|                  | User ID     Type <ul> <li>Last</li> <li>Instance From</li> <li>Instance To</li> <li>Clear</li> <li>Run Status</li> <li>Distribution Status</li> <li>Isave On Refresh</li> <li>Report Manager</li> <li>Reset</li> </ul> <li>Reset</li> |
|                  |   |
|                  | ▼ Process List           IFF         Q           I         1-3 of 3 →           I         View All  |
|                  | Select         Instance         Seq.         Process Type         Process<br>Name         User         Run Date/Time         Run Status         Distribution<br>Status         Details         Actions                                |
|                  | 3418956     SQR Report     VHRR005     02/10/2025 4:45:51PM EST     Success     Posted     Details     ▼Actions   |
| 13.              | Once the report generates a <b>Run Status</b> of "Success" and a <b>Distribution Status</b> of "Posted", click on the <b>Details</b> link.  |
| The <b>Proce</b> | ess Detail page displays in a pop-up window.  |
|                  | Process Detail ×  |
|                  | Help Process  |
|                  | Instance     3418953     Type     SQR Report       Name     VHRR005     Description     Employee Data Upload Error Rpt       Run Status     Success     Distribution Status     Posted  |
|                  | Run     Update Process       Run Control ID     V_HR     Hold Request       Queue Request     Queue Request   |
|                  | Location     Server     © Cancel Request       Server     PSUNX1     © Delete Request       Recurrence     © Re-send Content     © Restart Request  |
|                  | Date/Time Actions   |
|                  | Request Created On02/10/2025 11:07:28AM ESTParametersTransferRun Anytime After02/10/2025 11:07:25AM ESTMessage LogBegan Process At02/10/2025 11:07:32AM ESTBatch TimingsEnded Process At02/10/2025 11:07:33AM ESTView Log/Trace       |
|                  | OK Cancel   |



| Step | Action  |
|------|---|
| i    | If you do not see a <b>Run Status</b> of "Success" and a <b>Distribution Status</b> of "Posted", click on the <b>Refresh</b> button.  |
| 14.  | Click the View Log/Trace link.  |
|      | Date/Time Actions   |
|      | Request Created On02/10/2025 11:07:28AM ESTParametersTransferRun Anytime After02/10/2025 11:07:25AM ESTMessage LogBegan Process At02/10/2025 11:07:32AM ESTBatch TimingsEnded Process At02/10/2025 11:07:33AM ESTView Log/Trace |

The View Log/Trace page displays in a pop-up window.

|                   | View Log/Trace ×  |   |                                  | ×    |  |
|-------------------|---|---|----------------------------------|------|--|
|                   | Report  |   |                                  | Help |  |
|                   | Report ID 2604780<br>Name VHRR005<br>Run Status Success | Process Instance 3418<br>Process Type SQR |                                  |      |  |
|                   | Employee Data Upload Error Rpt<br>Distribution Details  |   |                                  |      |  |
|                   | Distribution Node hrtm                                  | Expiration Date                           | 03/12/2025                       |      |  |
|                   | File List<br>Name                                       | File Size (bytes                          | Datetime Created                 |      |  |
|                   | 15100_HR005_021020251107Profile.pdf                     | 32,229                                    | 02/10/2025 11:07:33.131209AM EST |      |  |
|                   | SQR_VHRR005_3418953.log                                 | 2,145                                     | 02/10/2025 11:07:33.131209AM EST |      |  |
|                   | vhrr005_3418953.out                                     | 318                                       | 02/10/2025 11:07:33.131209AM EST |      |  |
|                   | Distribution ID Type                                    | Distribution ID                           |                                  |      |  |
|                   | User<br>Return  | V_TRN_HR35101                             |                                  |      |  |
| 15. Click th      | e <b>PDF</b> link to view th                            | e report.                                 |                                  |      |  |
| File List<br>Name |   | File Size (bytes) Dat                     | etime Created                    |      |  |
| 15100_HR          | 005_021020251107Profile.pdf                             | 32,229 02/1                               | 0/2025 11:07:33.131209AM EST     |      |  |
|                   | SQR_VHRR005_3418953.log                                 |   |                                  |      |  |
| SQR_VHR           | R005_3418953.log  | 2,145 02/1                                | 0/2025 11:07:33.131209AM EST     |      |  |



### **Employee Upload Error Query**

**Option 2**: The V\_HR\_EMPLOYEE\_UPLOAD\_ERROR Query can be generated manually by completing the following steps:

| Step            | Action  |
|-----------------|---|
| 1.              | Navigate to the Query Viewer page using the following path:   |
|                 | NavBar > Menu > Reporting Tools > Query > Query Viewer  |
| The <b>Quer</b> | <b>y Viewer Search</b> page displays.   |
|                 | Cardinal Homepage Query Viewer  |
|                 | Query Viewer  |
|                 | Enter any information you have and click Search. Leave fields blank for a list of all values.   |
|                 | *Search By Query Name  begins with  |
|                 | Search Advanced Search  |
| 2.              | Enter the Query Name "V_HR_EMPLOYEE_UPLOAD_ERROR" in the <b>begins with</b> field.  |
|                 | Query Viewer  |
|                 | Enter any information you have and click Search. Leave fields blank for a list of all values.   |
|                 | *Search By Query Name   begins with V_HR_EMPLOYEE_UPLOAD_ERROR  |
|                 | Search Advanced Search  |
|                 |   |
| 3.              | Click the <b>Search</b> button.   |
|                 |   |
|                 | Search Advanced Search  |
|                 |   |
| The <b>Quer</b> | y View Search Results page displays (V_HR_EMPLOYEE_UPLOAD_ERROR query).   |
|                 | Query Viewer Enter any information you have and click Search. Leave fields blank for a list of all values.  |
|                 | *Search By Query Name v begins with V_HR_EMPLOYEE_UPLOAD_ERROR<br>Search Advanced Search  |
|                 | Search Results  |
|                 | *Folder View All Folders – •  |
|                 | Query           IB           Q           III           III           III           IIII   |
|                 | Query Name         Description         Owner         Folder         Run to<br>HTML         Run to<br>Excel         Schedule         Definitional References         Add to<br>Favorites |
|                 | V_HR_EMPLOYEE_UPLOAD_ERROR Employee Data Upload Error Public HTML Excel XML Schedule Lookup References Favorite   |



| Step | Action  |
|------|---|
| 4.   | Select the desired format of the output. Note: "Run to HTML" will provide the options to download to Excel or a CSV format.          Run to       Run to       Run to       Schedule       Definitional References       Add to         HTML       Excel       XML       Schedule       Lookup References       Favorites   |
| 5.   | Enter or select the Business Unit of the submitting Agency. Note: Only Enter the Company (Blank for All) if multiple agencies are submitted in one file and only that one company/agency is desired in the results $V_{HR}_{EMPLOYEE}_{UPLOAD}_{ERROR} - Employee Data Upload Error$ $Business Unit Q Blank for All Q Blank for All D Blank fo$ |
| 6.   | Enter the Date From and Date To for the dates the files were processed in Cardinal.   |
| 7.   | Click the View Results to run the query.  |



| Action   |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
| If running to Excel, a popup window will be displayed to determine where the file will be generated and the name of the file. The file will be available in the folder and name requested. Navigate to that folder and open the file for review. |  |  |  |  |  |  |  |
| Save As  |  |  |  |  |  |  |  |
| ← → ~ ↑ 🔄 > Chad - Commonwealth of Virginia > Documents > Error Reports ~ C Search Error Reports $p$   |  |  |  |  |  |  |  |
| Organize 🗸 New folder 🗮 👻 😗  |  |  |  |  |  |  |  |
| ✓ ▲ Chad - Commo         Name         Status         Date modified         Type  |  |  |  |  |  |  |  |
| > Carl Apps No items match your search.  |  |  |  |  |  |  |  |
| > Table Attachments  |  |  |  |  |  |  |  |
| > 🛄 Desktop  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Microsoft Tear     Pictures  |  |  |  |  |  |  |  |
| > Pictures   |  |  |  |  |  |  |  |
| File name: V_HR_EMPLOYEE_UPLOAD_ERROR_696750448.xlsx ~   |  |  |  |  |  |  |  |
| Save as type: Microsoft Excel Worksheet (*.xlsx)   |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Hide Folders     Save     Cancel   |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |



### Employee Data Upload – Common File Errors

| Error  | Explanation  |
|--|--|
| Agency XXXXX filename sent has already been processed by Cardinal.   | Reject file when File Name has already been processed<br>based on the interface file tracker record already<br>knowing the filename. |
| The control record file name<br><filename1> does not match the<br/>Agency file name <filename2>.</filename2></filename1> | Reject file when File Name in Header record (Record Type 000) does not match File Name being processed.                              |
| BU <xxxxx> in the control record is not a submitting BU.</xxxxx>   | The business unit specified in the control record is not a valid interfacing business unit.  |
| Agency XXXXX Upload file received with no control record.  | The control record is missing from the file.   |
| The total number of rows <x> in the file does not match the row count <y> given in trailer row.</y></x>                  | The actual number of rows in the file does not match<br>the ROW_COUNT given in the Trailer record (Record<br>Type 999).              |
| The total transaction <x> in the file<br/>does not match transaction count <y><br/>given in the trailer row.</y></x>     | The actual number of detail rows in the file doesn't match the V_COUNT1 given in the Trailer record (Record Type 999).               |
| Agency XXXXX Upload file is blank.   | The upload file does not contain any records for Cardinal to process.  |



### **Employee Data Upload – Common Transaction Errors**

\_\_\_\_\_

| Error  | Explanation/Resolution Steps   |
|--|--|
| Invalid Action Reason Code,<br>Transaction was Rejected.   | The action/action-reason combination sent for the employee was invalid. Refer to the HR351_Action Reason Codes job aid for valid combinations.   |
| Data is missing in <fieldname><br/>which is required field. Transaction<br/>was rejected.</fieldname>                | A required field was missing from the transaction.<br>Refer to the HR003 File Layout for required fields.  |
| Invalid Paygroup on file.  | The value specified for Paygroup is not a valid value.   |
| A Personal email is required field for<br>Employee Provided Email for<br>employee.                                   | If V_EMAIL_OPTION=P, then EMAIL_ADDR2<br>(Personal email) is required.   |
| A Business email is required field for<br>Agency Provided Email for employee.  | If V_EMAIL_OPTION=A, then EMAIL_ADDR (Business email) is required.   |
| Position Number on file is not in Cardinal. Transaction was rejected.  | The position number specified for the employee in the transaction does not exist in Cardinal. The employee's job record contains what position they are assigned in Cardinal.  |
| Compensation Rate Changes are not allowed for the Action you have chosen.  | Compensation rate changes are only allowed for certain action/reason combinations, such as HIR, REH, PAY, and certain XFR actions. If the compensation in the file is different than the compensation in Cardinal, HR003 will read it as an update.            |
| EMPLID/SSN does not match. Only<br>DHRM can change SSN. Transaction<br>Rejected.                                     | The EMPLID/SSN combination in HR003 should match<br>what is in Cardinal. The combination can be found on<br>the Modify a Person page.  |
| Unable to process new hire due to missing required fields. Transaction was rejected.                                 | There are required fields for new hires, whether they are completed via the interface or online. Refer to the HR003 File Layout for a new hire's required fields.  |
| Employee does not have a Job record<br>in Cardinal for the Position Number in<br>the file. Transaction was rejected. | The employee and the specified position number exist<br>in Cardinal, but the employee is linked to a different<br>position number than the one specified in the file. Refer<br>to the employee's job record to determine which<br>position they are occupying. |
| Invalid date format.   | Dates should be formatted MM/DD/YYYY.  |
| EFFDT in file is lesser than Max<br>EFFDT of EMPLID in Cardinal.<br>Transaction Rejected.                            | The effective date of the transaction cannot be less<br>than the top row of the employee's record. Adjust the<br>effective date of either the transaction or the employee<br>record.   |
| National ID <ssn> is already used for employee <emplid>.</emplid></ssn>  | The social security number specified in the transaction is already in use for another employee.  |



# Human Resources Job Aid

| This email address already exists in the system. Please enter a different one.   | The email address specified in the transaction is already in use for another employee.   |
|--|--|
| Multiple Ethnic Groups with the same values on file. Transaction Rejected.   | There are three ETHNIC_GROUP fields on HR003;<br>they should only be used when an employee has<br>multiple distinct ethnic groups and should not all be<br>populated with the same value. This error occurs if the<br>same value is in multiple ethnic group fields.   |
| Incorrect Paygroup and Empl Type combination found in the interface file.  | The paygroup and employee type found in the transaction are not compatible (i.e., an hourly employee with a SM1 paygroup).   |
| Row cannot be inserted because<br>employee is already active. Action<br>XXX for effective date YYYY-MM-DD<br>cannot be added. Transaction<br>rejected. | The action specified cannot be added to an employee<br>who is already active. Refer to the <b>HR351_Action</b><br><b>Reason Codes</b> job aid to determine which actions can<br>be used with active employees. This Job Aid is located<br>on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> . |
| Row could not be inserted because<br>employee is inactive. Action XXX for<br>effective date YYYY-MM-DD could not<br>be added.                          | The action specified cannot be added to an employee who is inactive. Refer to the <b>HR351_Action Reason Codes</b> job aid to determine which actions can be used with inactive employees. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .                        |
| Effective date in file is different/same<br>from Cardinal but the values on file are<br>same as in Cardinal: Transaction not<br>loaded.                | The data in the file is the same as already exists in Cardinal. The effective date could be the same or different.   |
| Employee ID on file is not in Cardinal.  | The Employee ID provided in the file is not in Cardinal.   |
| Position Number not matching with the Employee. Transaction rejected.  | The Employee is not currently in the position number that was specified in the file.   |





### **Position Data Upload Process**

Cardinal is used for full position management, and each employee fills at least one position. Positions, whether vacant or filled, are required, and tracked in Cardinal HCM.

Positions are created before an employee is hired. Details are also changed at the position level before they are applied to the Employee Job Data Record. Positions can be inactivated, but not deleted, in Cardinal.

The Commonwealth of Virginia (COVA) is required to establish default funding for all agency departments and active positions, (filled and vacant), within the departments. Position level default funding and department level default funding are established on the Department Budget tables. Default funding distributions are used to record payroll costs when detailed ChartField distributions are not provided on the employee timesheet.

The HR006 Position Data Upload interface is used by interfacing agencies to upload new positions, update existing positions, add new position default funding distributions, and/or update existing position default funding distributions from agency HR systems into Cardinal HCM.

Position data and position default funding distribution updates provided by interfacing agencies via the interface require the same policy and data edits that are applied when individual transactions are keyed online.

#### **Description:**

The Position Data Upload is processed through the following steps:

- 1. The agency sends position and default funding distribution data using a Cardinal flat file template posted on the secure Cardinal servers for processing (external system files should be placed in the Cardinal FTP server folder)
- 2. The Interface program receives one daily inbound file for each interfacing agencies that includes hourly and/or salary position data as well as position default funding distributions, if applicable
- 3. The upload process first checks for file level errors. The file stops processing and writes an error message to the error table if any file lever error occurs
- 4. The Interface rejects all transactions with an effective date prior to the current row
- 5. The position default funding distributions may contain multiple rows for each position and effective date combination, but the cumulative distribution percent for all associated rows much equal 100%
- 6. Newly created and reactivated positions can be submitted via the interface and must exist in Cardinal HCM prior to establishing the position default funding distribution. A single upload file can include a new position and default funding for that new position. Cardinal will upload the position data first and then the position default funding data. All associated default funding distributions are rejected if a new or reactivated position does not properly load first
- 7. The application engine validates the transactions in the staging table to identify any data issues prior to loading the position data into Cardinal HCM. The application engine specifically validates the **Business Unit**, **Company**, **Position Number**, **Effective Date**, **Action**, **Action/Reason**, **Job Code**, **Department ID**, **Reports To**, **Supervisor Position**, **FLSA Status**, **STD Hours**, and



**Location** fields and writes an error message, rejects the file, inputs a default value, and/or issues a warning message, as applicable

- 8. The application engine validates the transactions to identify any data issues prior to loading the position default funding distributions into Cardinal HCM. The application engine specifically validates the Business Unit, Position Number, Department ID, Fiscal Year, Effective Date, Fund Code, Program, Department-ChartField, and Cost Center fields and writes an error message, rejects the file, inputs a default value, and/or issues a warning message, as applicable
- 9. The application engine validates the Chartfield combination and rejects invalid transactions
- 10. The Interface rejects transactions that do not result in a 100% distribution percentage



## Human Resources Job Aid

### HR351\_Interface Administration

### **Position Data Upload Error Processing**

There are two different rejection error levels for the Position Data Upload program.

- 1. **File Level Error**: A file level error will occur if the file does not meet the file layout or other file requirements (e.g., corrupted file or invalid file name). If a file level error occurs, none of the transaction data in the file is uploaded into Cardinal. The file must be corrected by the agency and re-sent to Cardinal for processing.
- 2. Transaction Level Error: A transaction level error occurs if the file is successfully processed by Cardinal (no file level errors exist), but individual transactions contain invalid values or do not meet interfacing position reporting requirements for the employee or agency (e.g., missing required fields for a transaction). If a transaction level error occurs, only the transaction(s) with errors are rejected and all other transactions in the file are uploaded to Cardinal. The errored transaction(s) should be corrected in the agency source system and re-sent to Cardinal or corrected manually in Cardinal by the HR Administrator.
  - a. **Warnings:** The Position Data Upload also contains warnings. Warnings indicate that the transaction loaded, but that additional follow-up may be needed. They can also indicate that the upload loaded a value other than what was specified in the file (e.g., the file left a field blank, and Cardinal loaded a default value). Agencies should follow up on warnings and determine if any actions are needed.



### **Position Data Upload Error Report**

The VHRR041 Position Data Upload Error Report can be viewed for a file after the daily batch process has run to completion. The batch process posts the report to the Report Manager in Cardinal within the agency specific folder and to the file server for the agencies to retrieve automatically outside of Cardinal. Reports are available in the Report Manager for 30 calendar days and on the file server for seven days. The error report can be re-generated at any time by end users.

There are 2 options to generate this report manually:

**Option 1**: Run a standard **Position Data Upload Error Report** - the output format is automatically generated by the system in a PDF format.

**Option 2**: Run the <u>V\_HR\_POSITION\_UPLOAD\_ERROR Query</u> - the output can be downloaded into an Excel/CSV format to enable data manipulation.



**Option 1**: Run a standard **Position Data Upload Error Report** - the output format is automatically generated by the system in a PDF format.

| Step            | Action  |  |  |  |  |  |  |  |
|-----------------|---|--|--|--|--|--|--|--|
| 1.              | Navigate to the Position Data Upload Error Report using the following path:   |  |  |  |  |  |  |  |
|                 | NavBar > Menu > Workforce Administration > Job Information > Reports > Position<br>Data Upload Error  |  |  |  |  |  |  |  |
| The <b>Posi</b> | tion Data Upload Error Report Find an Existing Value page displays.   |  |  |  |  |  |  |  |
| ( <del>(</del>  | Cardinal Homepage Position Data Upload Error  |  |  |  |  |  |  |  |
| Pos             | ition Data Upload Error   |  |  |  |  |  |  |  |
| Fir             | d an Existing Value   |  |  |  |  |  |  |  |
|                 | earch Criteria<br>er any information you have and click Search. Leave fields blank for a list of all values.  |  |  |  |  |  |  |  |
|                 | 🕐 Recent Searches Choose from recent searches 🗸 🖉 📮 Saved Searches Choose from saved searches 🗸 🆉   |  |  |  |  |  |  |  |
|                 | Search by: Run Control ID begins with   |  |  |  |  |  |  |  |
|                 | ✓ Show more options   |  |  |  |  |  |  |  |
|                 | Search Clear  |  |  |  |  |  |  |  |
| i               | For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled<br>"Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .  |  |  |  |  |  |  |  |
| 2.              | Enter the Run Control ID in the Run Control ID field.   |  |  |  |  |  |  |  |
|                 | <b>Note</b> : If the user has never generated this report before, click the <b>Add a New Value</b> button to set one up. For further information on adding a Run Control ID, see the WBT titled <b>NAV225_Cardinal Reporting (HCM)</b> . This WBT can be found on the Cardinal website in <b>Web-Based Training (HCM)</b> under <b>Learning</b> . |  |  |  |  |  |  |  |
|                 | Search by: Run Control ID begins with   |  |  |  |  |  |  |  |
| 3.              | Click the <b>Search</b> button.   |  |  |  |  |  |  |  |
|                 | Search Clear  |  |  |  |  |  |  |  |



| Step   | Action   |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
| The Position Data Upload Error Report page displays. |  |  |  |  |  |  |  |
|  | Position Data Upload Error   |  |  |  |  |  |  |
|  | Run Control ID     V_HR     Report Manager     Process Monitor     Run             |  |  |  |  |  |  |
|  | Date Range     File Parameters       *From Date     *To Date                       |  |  |  |  |  |  |
|  | Business Unit Selection  |  |  |  |  |  |  |
|  | *Tree Name *How Specified Selected Detail Values                                   |  |  |  |  |  |  |
|  | Select Values/Nodes       ·Business Unit     Description       Q     +             |  |  |  |  |  |  |
|  | Save Notify Add Update/Display   |  |  |  |  |  |  |
| 4.   | Enter the date range for when you want to run the report in the Date Range fields. |  |  |  |  |  |  |
|  | Date Range *From Date *To Date   |  |  |  |  |  |  |
| 5.   | In the <b>*How Specified</b> field, select "Detail – Selected Parents".            |  |  |  |  |  |  |
|  | *How Specified Detail - Selected Parents   |  |  |  |  |  |  |
| 6.   | In the <b>*Tree Name</b> field, select "BU_HR006_INTIN".                           |  |  |  |  |  |  |
|  | Business Unit Selection  |  |  |  |  |  |  |
|  | *Tree Name BU_HR006_INTIN Q  |  |  |  |  |  |  |
| 7.   | In the <b>Tree Node Selector</b> , click the <b>Tree</b> icon.                     |  |  |  |  |  |  |



| Step       | Action  |  |  |  |  |  |  |
|------------|---|--|--|--|--|--|--|
| 8.         | Click the <b>Folder</b> icon to expand the folder.  |  |  |  |  |  |  |
|            | Tree Node Selector  |  |  |  |  |  |  |
| The folder | r expands to list the business units (BU_HR006_INTIN – Position Data Upload-IN).  |  |  |  |  |  |  |
|            | Tree Node Selector <ul> <li>First</li> <li>Previous</li> <li>Next</li> <li>Last</li> <li>Left</li> <li>Right</li> </ul> <ul> <li>BU_HR006_INTIN - Position Data Upload-IN</li> <li> <li>15800</li> <li>17100</li> <li>20700</li> <li>20800</li> <li>21500</li> <li>21500</li> <li>21500</li> <li>21700</li> <li>21600</li> <li>21700</li> <li>21600</li> <li>21600</li> <li>21600</li> <li>21600</li> <li>21600</li> <li>21600</li> <li>31700</li> <li>21600</li> <li>31800</li> <li></li></li></ul> |  |  |  |  |  |  |
| 9.         | Select the submitting agency/agencies.  |  |  |  |  |  |  |
|            | Note: In this example, 60100 is selected.   |  |  |  |  |  |  |
|            | <ul> <li>a 20400</li> <li>a 20800</li> <li>a 21600</li> <li>a 22100</li> <li>a 22100</li> <li>a 24700</li> <li>a 34700</li> <li>a 34700</li> <li>a 34700</li> <li>a 34700</li> <li>a 34700</li> </ul>   |  |  |  |  |  |  |
|            | The <b>*Select Value</b> and <b>Description</b> is automatically populated in the <b>Select Values/Nodes</b> field.   |  |  |  |  |  |  |
| 1          | Select Values/Nodes         Select Value       Description         60100       Department of Health   |  |  |  |  |  |  |
| 10.        | Click the Run button to run the report.   |  |  |  |  |  |  |



| Step            | Action  |  |  |  |  |  |  |  |
|-----------------|---|--|--|--|--|--|--|--|
| The <b>Proc</b> | ocess Scheduler Request page displays in a pop-up window.   |  |  |  |  |  |  |  |
| [               | Process Scheduler Request ×   |  |  |  |  |  |  |  |
|                 | User ID Run Control ID V HR   |  |  |  |  |  |  |  |
|                 | Server Name         V         Run Date         02/10/2025         iiii  |  |  |  |  |  |  |  |
|                 | Recurrence   Run Time   1:53:45PM  Reset to Current Date/Time   |  |  |  |  |  |  |  |
|                 | Time Zone Q   |  |  |  |  |  |  |  |
|                 | Select         Description         Process Name         Process Type         •Type         •Format         Distribution   |  |  |  |  |  |  |  |
|                 | Position Data Uplod Err Report     VHRR041     SQR Report     Web          PDF         Distribution   |  |  |  |  |  |  |  |
|                 | OK Cancel   |  |  |  |  |  |  |  |
| L               |   |  |  |  |  |  |  |  |
| 11.             | Click the <b>OK</b> button to send the report to the Process Scheduler.   |  |  |  |  |  |  |  |
|                 | OK Cancel   |  |  |  |  |  |  |  |
|                 |   |  |  |  |  |  |  |  |
| The <b>Posi</b> | tion Data Upload Error Report page refreshes and displays the Process Instance number.  |  |  |  |  |  |  |  |
|                 | Position Data Upload Error  |  |  |  |  |  |  |  |
|                 |   |  |  |  |  |  |  |  |
|                 | Run Control ID         V_HR         Report Manager         Process Monitor         Run  |  |  |  |  |  |  |  |
|                 | Process Instance:3418958  |  |  |  |  |  |  |  |
|                 | Date Range File Parameters  |  |  |  |  |  |  |  |
|                 |   |  |  |  |  |  |  |  |
|                 | Business Unit Selection   |  |  |  |  |  |  |  |
|                 | *Tree Name BU_HR006_INTIN Q *How Specified Detail - Selected Parents ~  |  |  |  |  |  |  |  |
|                 | Tree Node Selector Select Values/Nodes  |  |  |  |  |  |  |  |
|                 | Business Unit Description   |  |  |  |  |  |  |  |
|                 | First       Previous       Next       Last       Left       Right       60100       Department of Health         Image: Bu_HR006_INTIN - Position Data Upload-IN       60100       Department of Health       — |  |  |  |  |  |  |  |
|                 | 15200         -         -           12         17100         -         -  |  |  |  |  |  |  |  |
| 12.             | Click the <b>Process Monitor</b> link to view the report.   |  |  |  |  |  |  |  |
|                 | Report Manager Process Monitor Run  |  |  |  |  |  |  |  |
|                 |   |  |  |  |  |  |  |  |
|                 | Process Instance:3418953  |  |  |  |  |  |  |  |
| The <b>Proc</b> | ess List page displays.   |  |  |  |  |  |  |  |



| Step             | Act  | ion          |           |   |                                |                          |  |               |                        |           |             |       |
|------------------|--|--------------|-----------|---|--------------------------------|--------------------------|--|---------------|------------------------|-----------|-------------|-------|
|                  | Proce  | ess List     |           |   |                                |                          |  |               |                        |           |             |       |
|                  | View Process Request For<br>User ID V_TRN_HR351 Q Type V Last V 1 Days V Refresh |              |           |   |                                |                          |  |               |                        |           |             |       |
|                  | Serv   |              | ~         | Name  |                                | tance From               | Instance To  |               | lear                   |           |             |       |
|                  | Run S  | tatus        | ~         | Distribution Status   |                                | ✓ Save O                 | n Refresh Report Mana  | ager Re       | eset                   |           |             |       |
|                  | ▼ Proce  | ss List<br>ર |           |   |                                |                          |  | [4            |                        | ►         | ▶ View All  |       |
|                  | Select   | Instance     | Seq.      | Process Type  | Process<br>Name                | User                     | Run Date/Time  | Run Status    | Distribution<br>Status | Details   | Actions     |       |
|                  | •  | 3418953      |           | SQR Report  | VHRR005                        | V_TRN_HR35101            | 02/10/2025 11:07:25AM EST  | Success       | Posted                 | Details   | ▼ Actions   |       |
| 13.              | "Pos   |              |           | rt generates<br>on the <b>Det</b>   |                                |                          | of "Success"   | and a D       |                        | -3 of 3 ∨ | Status      |       |
|                  | Select   | Instance     | Seq.      | Process Type  | Process<br>Name                | User                     | Run Date/Time  | Run Sta       | tus Distribu<br>Status | tion Deta | ails Action | s     |
|                  |  | 3418953      |           | SQR Report  | VHRR005                        | V_TRN_HR35101            | 02/10/2025 11:07:25AM ES   | ST Success    | Posted                 | Deta      | ails 🔻 Ad   | tions |
| The <b>Proce</b> | ess C  | Detail       | page      | e displays ir   | a pop                          | o-up windo               | DW.  |               |                        |           |             |       |
|                  |  |              |           |   |                                | Process                  | Detail   |               |                        | ×         |             |       |
|                  |  |              | Process   | Instance 3418954<br>Name VHRR041<br>Run Status Success                                  |                                |                          | Type SQR Report<br>Iption Position Data Uplod En<br>tatus Posted                                     | r Report      |                        | Help      |             |       |
|                  |  |              | Run       | Run Control ID V_HR<br>Location Server<br>Server PSUNX<br>Recurrence                    | 1                              |                          | date Process<br>Hold Request<br>Queue Request<br>Cancel Request<br>Delete Request<br>Re-send Content | ◯ Restart Req | uest                   |           |             |       |
|                  |  |              | Date/Time | 9   |                                | Ac                       | tions  |               |                        |           |             |       |
|                  |  |              |           | Request Created On (<br>Run Anytime After (<br>Began Process At (<br>Ended Process At ( | 2/10/2025 1:5<br>2/10/2025 1:5 | 3:45PM EST<br>7:17PM EST | Parameters Trans<br>Message Log<br>Batch Timings<br>View Log/Trace                                   | sfer          |                        |           |             |       |
|                  |  |              | ОК        | Cancel  |                                |                          |  |               |                        |           |             |       |



| Step     | Action   |  |  |  |  |  |  |
|----------|--|--|--|--|--|--|--|
|          | If you do not see a <b>Run Status</b> of "Success" and a <b>Distribution Status</b> of "Posted", click on the <b>Refresh</b> button. |  |  |  |  |  |  |
| 1        | Refresh<br>Clear<br>Reset  |  |  |  |  |  |  |
| 14.      | Click the View Log/Trace link.   |  |  |  |  |  |  |
|          | Date/Time Actions  |  |  |  |  |  |  |
|          | Request Created On 02/10/2025 11:07:28AM EST Parameters Transfer   |  |  |  |  |  |  |
|          | Run Anytime After 02/10/2025 11:07:25AM EST Message Log<br>Batch Timings   |  |  |  |  |  |  |
|          | Began Process At 02/10/2025 11:07:32AM EST View Log/Trace  |  |  |  |  |  |  |
|          | Ended Process At 02/10/2025 11:07:33AM EST   |  |  |  |  |  |  |
| The View | Log/Trace page displays in a pop-up window.  |  |  |  |  |  |  |
|          | View Log/Trace ×   |  |  |  |  |  |  |
|          | Нер  |  |  |  |  |  |  |
|          | Report   |  |  |  |  |  |  |
|          | Report ID 2604781 Process Instance 3418954 Message Log   |  |  |  |  |  |  |
|          | Name         VHRR041         Process Type         SQR Report           Run Status         Success         Success         Success    |  |  |  |  |  |  |
|          |  |  |  |  |  |  |  |
|          | Position Data Uplod Err Report   |  |  |  |  |  |  |
|          | Distribution Details   |  |  |  |  |  |  |
|          | Distribution Node hrtm Expiration Date 03/12/2025  |  |  |  |  |  |  |
|          | File List  |  |  |  |  |  |  |
|          | Name File Size (bytes) Datetime Created  |  |  |  |  |  |  |
|          | 15100_HR041_021020251357Position.pdf 32,231 02/10/2025 1:57:17.974302PM EST  |  |  |  |  |  |  |
|          | SQR_VHRR041_3418954.log 2,155 02/10/2025 1:57:17.974302PM EST  |  |  |  |  |  |  |
|          | vhrr041_3418954.out 319 02/10/2025 1:57:17.974302PM EST  |  |  |  |  |  |  |
|          | Distribute To  |  |  |  |  |  |  |
|          | Distribution ID Type Distribution ID   |  |  |  |  |  |  |
|          | User   |  |  |  |  |  |  |

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Return



### **Position Upload Error Query**

**Option 2**: Run the **V\_HR\_POSITION\_UPLOAD\_ERROR Query** - the output can be downloaded into an Excel/CSV format to enable data manipulation.

| Step     | Action   |  |  |  |  |  |  |
|----------|--|--|--|--|--|--|--|
| 1.       | Navigate to the Query Viewer page using the following path:  |  |  |  |  |  |  |
|          | NavBar > Menu > Reporting Tools > Query > Query Viewer   |  |  |  |  |  |  |
| The Quer | <b>y Viewer Search</b> page displays.  |  |  |  |  |  |  |
|          | < Cardinal Homepage Query Viewer   |  |  |  |  |  |  |
|          | Query Viewer   |  |  |  |  |  |  |
|          | Enter any information you have and click Search. Leave fields blank for a list of all values.  |  |  |  |  |  |  |
|          | *Search By Query Name  begins with   |  |  |  |  |  |  |
|          | Search Advanced Search   |  |  |  |  |  |  |
| 2.       | Enter the Query Name "V_HR_POSITION_UPLOAD_ERROR" in the <b>begins with</b> field.   |  |  |  |  |  |  |
|          | Query Viewer         Enter any information you have and click Search. Leave fields blank for a list of all values.         *Search By       Query Name         V_HR_POSITION_UPLOAD_ERROR         Search       Advanced Search |  |  |  |  |  |  |
| 3.       | Click the <b>Search</b> button.  |  |  |  |  |  |  |
|          | Search Advanced Search   |  |  |  |  |  |  |
| The Quer | y View Search Results page displays (V_HR_POSITION_UPLOAD_ERROR query).  |  |  |  |  |  |  |
|          | Query Viewer         Enter any information you have and click Search. Leave fields blank for a list of all values.         "Search By       Query Name         Search       Advanced Search         Search Results             |  |  |  |  |  |  |
|          | "Folder View     -All Folders -       Query       Implied       1.1 of 1 v       Implied   |  |  |  |  |  |  |
|          | Query Name         Description         Owner         Folder         Run to<br>HTML         Run to<br>Excel         Run to<br>XML         Schedule         Definitional References         Add to<br>Favorites                  |  |  |  |  |  |  |
|          | V_HR_POSITION_UPLOAD_ERROR Position Data Upload Error Rpt Public HTML Excel XML Schedule Lookup References Favorite  |  |  |  |  |  |  |
|          |  |  |  |  |  |  |  |



| Step | Action   |
|------|--|
| 4.   | Select the desired format of the output.<br>Note: "Run to HTML" will provide the options to download to Excel or a CSV format.<br>Run to       Run to         Run to       Run to         Schedule       Definitional References         Add to       Favorites         HTML       Excel         KML       Schedule         Lookup References       Favorites  |
| 5.   | Enter or select the Business Unit of the submitting Agency. Note: Only Enter the Company (Blank for All) if multiple agencies are submitted in one file and only that one company/agency is desired in the results          V_HR_POSITION_UPLOAD_ERROR - Position Data Upload Error Rpt <ul> <li>*Business Unit</li> <li>*Date From</li> <li>*Date To</li> </ul> |
| 6.   | Enter the Date From and Date To for the dates the files were processed in Cardinal          V_HR_POSITION_UPLOAD_ERROR - Position Data Upload Error Rpt         *Business Unit         @         *Business Unit         @         *Date From         *Date To         *Date To         *Date To         *Date To         *Business Unit         Company         Position         Line Number         Error Field Name  |
| 7.   | Click the View Results button to run the query.  |



| Step | Action   |
|------|--|
| 8.   | If running to Excel, a popup window will be displayed to determine where the file will be generated and the name of the file. The file will be available in the folder and name requested. Navigate to that folder and open the file for review. |
|      | Save As  |
|      | ← → ∨ ↑ 🎦 > Chad - Commonwealth of Virginia > Documents > Error Reports ∨ C Search Error Reports   |
|      | Organize • New folder  |
|      | > Documents     Name     Status     Date modified     Type   |
|      | > 🛅 Microsoft Tear No items match your search.   |
|      | > Pictures   |
|      | 📑 Documents 🖈  |
|      | 🛓 Downloads 🖈  |
|      | Pictures 🖈   |
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|      | File name: V_HR_POSITION_UPLOAD_ERROR_178227511.xlsx ~   |
|      | Save as type: Microsoft Excel Worksheet (*.xlsx)   |
|      |  |
|      | Hide Folders     Save     Cancel   |
|      |  |



### **Position Data Upload Common File Errors**

| Error  | Explanation  |
|--|--|
| Agency XXXXX filename sent has already been processed by Cardinal.   | Reject file when File Name has already been processed based on the interface file tracker record already knowing the filename. |
| The control record file name<br><filename1> does not match the<br/>Agency file name <filename2>.</filename2></filename1> | Reject file when File Name in Header record (Record Type 000) does not match File Name being processed.                        |
| BU <xxxxx> in the control record is not a submitting BU.</xxxxx>   | The business unit specified in the control record is not a valid interfacing business unit.                                    |
| Agency XXXXX Upload file received with no control record.  | The control record is missing from the file.   |
| The total number of rows <x> in the file does not match the row count <y> given in trailer row.</y></x>                  | The actual number of rows in the file doesn't match the ROW_COUNT given in the Trailer record (Record Type 999).               |
| The total transaction <x> in the file<br/>does not match transaction count <y><br/>given in the trailer row.</y></x>     | The actual number of detail rows in the file doesn't match the V_COUNT1 given in the Trailer record (Record Type 999).         |
| Agency XXXXX Upload file is blank.   | The upload file does not contain any records for Cardinal to process.  |



### Position Data Upload – Common Transaction Errors

| Error   | Explanation/Resolution Steps  |
|---|---|
| Cannot assign Action Reason NEW to an existing position.  | Existing positions cannot have an action-reason of NEW added to them. Use a different action-reason to update the position as needed.   |
| Effective Date field is blank in the input file.  | Effective date is a required field on all position data upload transactions.  |
| Position number Effective Date in file is<br>< existing effective date in Cardinal;<br>transaction was not loaded.  | The effective date of the transaction cannot be less<br>than the top row of the position's record. Adjust the<br>effective date of the transaction or the effective<br>sequence of the transaction. |
| Only <fieldname> was changed and<br/>it is invalid therefore transaction is<br/>rejected.</fieldname>   | The transaction contained an update to only one field<br>and the proposed update was invalid. Review<br>configuration guides to determine next steps.   |
| Duplicate POSITION_NBR-EFFDT-<br>EFFSEQ combination in the file:<br>Rejected the transactions.  | If there are multiple transactions for one position<br>number in the file, they must have either a different<br>effective date or a different effective sequence.                                   |
| Error   | Explanation/Resolution Steps  |
| The Position to Update Does Not<br>Exists on Position Data.   | The position specified in the file does not exist in Cardinal.  |
| The transaction rejected because<br>Fiscal Year does not exist or was<br>invalid in Finances Calendar<br>Accounting Period table.                             | The fiscal year specified in the file either does not exist or is an invalid value.   |
| The transaction rejected because the combination of POSITION_NBR, BUSINESS_UNIT and DEPTID provided for the position default funding distribution is invalid. | The DEPTID specified in the file is not valid for that position number and/or business unit.  |
| Invalid Chartfield Combination code.  | The Chartfield combination was invalid, even if the individual field values are valid.  |
| Duplicate Chartfields combination<br>found for SETID, DEPTID,<br>FISCAL_YEAR, POSITION_NBR and<br>EFFDT; Transaction Rejected.                                | The same Chartfield combination was specified in the file for multiple funding rows on the same position.   |
| The transaction rejected because<br>Distribution Percentage is not equal to<br>100.00.  | The distribution percentage of multiple funding rows must add up to 100.  |
| Position # already exists in Cardinal,<br>but effective date in file is different from<br>Cardinal and values on file same from                               | The same information was sent that is already in Cardinal but contains a different effective date.  |



| values in Cardinal: Rejected the transaction.                                     |   |
|---|---|
| Position Department Budget already<br>exist on Cardinal. Transaction<br>Rejected. | The same Chartfield combination information is already in Cardinal.   |
| Invalid Jobcode / SOC CD combination.   | The combination of role/Jobcode and SOC code is not<br>a valid combination per the HR351_Overview of US<br>SOC and Job Code Combinations Job Aid located<br>on the Cardinal website in Job Aids under Learning. |
| Position entered is not eligible for budget definition.                           | The Budgeted Position is set to "No", but Chartfield information was sent on the file.  |