



Viewing and Modifying Personal Data Overview

This Job Aid walks the HR Administrator through the process to view and modify an employee's personal data in Cardinal. Many of these transactions can also be performed by the employee using Employee Self Service (ESS) functionality. The Name Change entered by the employee via ESS is simply a request until the employee provides the appropriate documentation to the HR Administrator to approve it.

When an employee has multiple active jobs in multiple agencies in Cardinal, the personal information is shared as there is only ONE personal data record. Agencies may update existing personal data, which will impact changes across other business units. Scenarios that create issues for the employee include updates to the email address made by one agency, which affect the employee's access to Cardinal. If the employee has multiple active jobs, please explain this potential impact to the employee so that they can inform their additional employer(s) regarding what job and email address should be primary. This is typically seen when the employee has an hourly job at ABC or VCCS (both interface their HR data from agency HR system of record) and obtains a salaried job at another agency.

Note: If the employee has an hourly job and a salaried job, the salaried job and email address will be primary. The secondary employer should be notified NOT to change the employee's primary business email address.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1 ; after Step 1; Section 7 , after Step 1; Section 9 , after Step 1; Section 10 , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.



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Navigating to the Modify a Person Page

Step	Action
1.	Navigate to the Modify a Person page using the following path: NavBar > Menu > Workforce Administration > Personal Information > Modify a Person

The **Personal Information Find an Existing Value** page displays.

	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter the employee’s Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.
3.	Click the Include History checkbox.



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Step	Action
4.	<p>Click the Search button.</p> <div><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History</div> <div>Search Clear</div>

The **Modify a Person** page for the employee displays (**Biographical Details** tab).

Biographical DetailsContact InformationRegionalVA Person Info

Person ID

Name

Effective Date07/01/2024

Format TypeEnglish

Display Name

View Name

1 of 1

View All

+

-

Biographic Information

Date of Birth01/06/2000

Date of Death

Birth CountryUSA

Birth State

Birth Location

Years25

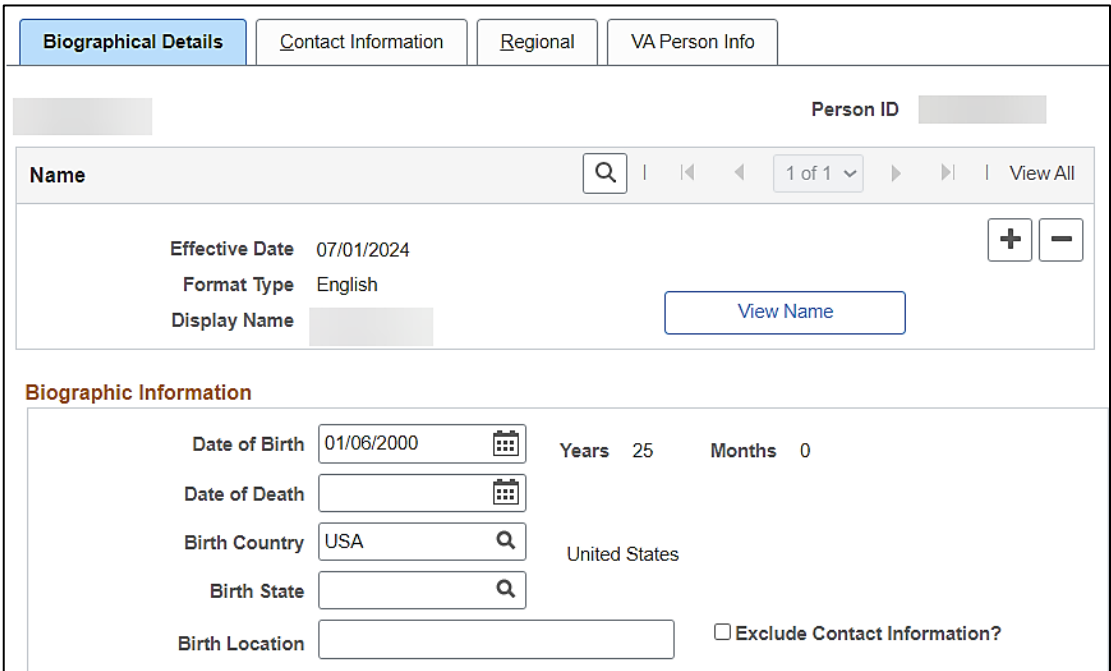
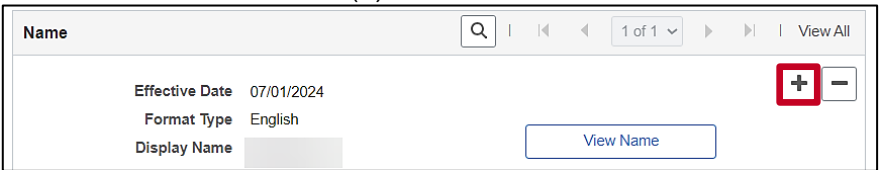
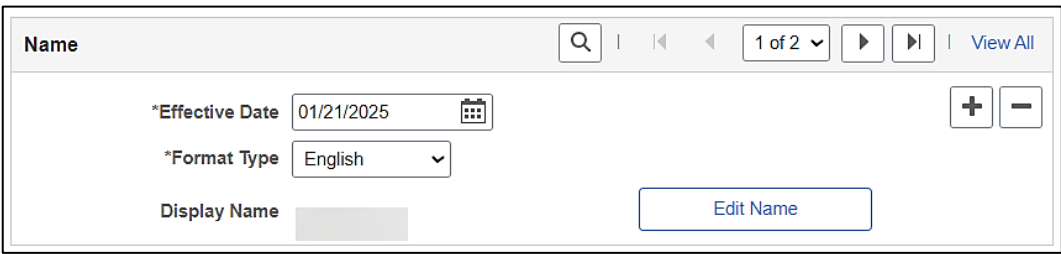

Months0

United States

Exclude Contact Information?

Updating Name


To update an employee's name, users must first navigate to the **Modify a Person** page by following the instructions in the previous section: [Navigating to the Modify a Person Page.](#)

Step	Action
	<p>The Modify a Person page for the employee displays (Biographical Details tab).</p> 
1.	<p>Click the Add a New Row (+) button in the Name section.</p> 
	<p>The Name section displays for the employee with a new effective dated row.</p> 
	<p>When a new row is created, the row count increases by one and the Effective Date field defaults to the current date.</p>



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Step	Action
2.	<p>Update the effective date of the name change using the Effective Date Calendar icon as needed.</p> <p>Note: The effective date of the name change cannot duplicate the current effective date. This section does not use the effective sequence which allows use of the same effective date more than once.</p> <div>*Effective Date 01/16/2025 </div>
3.	<p>Click the Edit Name button.</p> <div>Edit Name</div>
<p>The Name page displays in a pop-up window.</p> <div><div><div>Name</div><div>Help</div><div>English Name Format</div><div><div><div>Name Prefix</div><div></div></div><div><div>*First Name</div><div></div></div><div><div>Middle Name</div><div></div></div><div><div>*Last Name</div><div></div></div><div><div>Name Suffix</div><div></div></div><div><div>Display Name</div><div></div></div><div><div>Formal Name</div><div></div></div><div><div>Name</div><div></div></div></div><div><div>OK</div><div>Cancel</div><div>Refresh Name</div></div></div></div>	
4.	<p>Make the applicable updates and then click the OK button.</p> <div><div>OK</div><div>Cancel</div><div>Refresh Name</div></div>



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Step	Action
	<p>The Biographical Details tab redispays.</p> <p>Note: The updated name will appear in the Name section if the effective date has occurred. Otherwise, the current name will show until the effective date of the new name.</p> <div><div><div>Biographical Details</div><div>Contact Information</div><div>Regional</div><div>VA Person Info</div></div><div><div>Person ID</div><div></div></div><div><div>Name</div><div>Q < > 1 of 2 > > View All</div></div><div><div>*Effective Date</div><div>01/16/2025</div><div></div><div>+</div><div>-</div></div><div><div>*Format Type</div><div>English</div><div></div></div><div><div>Display Name</div><div></div><div>Edit Name</div></div><div><div>Biographic Information</div><div><div>Date of Birth</div><div>01/06/2000</div><div></div><div>Years</div><div>25</div><div>Months</div><div>0</div></div><div><div>Date of Death</div><div></div><div></div></div><div><div>Birth Country</div><div>USA</div><div></div><div>United States</div></div><div><div>Birth State</div><div></div><div></div></div><div><div>Birth Location</div><div></div><div><input type="checkbox"/> Exclude Contact Information?</div></div></div></div>



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Updating Biographical History Information – Gender, Highest Education Level, or Marital Status

To update an employee's Biographical History, users must first navigate to the **Modify a Person** page by following the instructions in the section: [Navigating to the Modify a Person Page.](#)

Step	Action
	<p>The Modify a Person page for the employee displays (Biographical Details tab).</p> <div><div>Biographical DetailsContact InformationRegionalVA Person Info</div><div>Person ID</div><div>Name1 of 1View All</div><div>Effective Date07/01/2024Format TypeEnglishDisplay NameView Name</div><div>Biographic Information</div><div>Date of Birth01/06/2000Years25Months0Date of DeathBirth CountryUSAUnited StatesBirth StateExclude Contact Information?Birth Location</div></div>
1.	<p>Scroll down to the Biographical History section.</p> <div><div>Biographical History1 of 1View All</div><div>*Effective Date07/01/2024*GenderMale*Highest Education LevelBachelors Level Degree*Marital StatusMarriedAs of07/01/2024Language CodeAlternate IDFull-Time Student</div></div>



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Step	Action
2.	<p>If changes need to be made to the employee's Gender, Highest Education Level, or Marital Status, click the Add a New Row icon in order to make an effective dated change.</p> <div><div>+</div><div>-</div></div>
3.	<p>Once all required updates are made, click the Save button.</p> <div><div>Save</div><div>Return to Search</div><div>Previous in List</div><div>Next in List</div><div>Notify</div><div>Refresh</div></div>



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Updating Contact Information – Address, Phone, or Email Address

To update an employee's Contact Information, users must first navigate to the **Modify a Person** page by following the instructions in the section: [Navigating to the Modify a Person Page.](#)





Step	Action
	<p>The Modify a Person page for the employee displays (Biographical Details tab).</p> <div><div>Biographical Details Contact Information Regional VA Person Info</div><div>Person ID []</div><div>Name [] 1 of 1 View All</div><div>Effective Date 07/01/2024 Format Type English Display Name [] View Name</div><div>Biographic Information<div>Date of Birth 01/06/2000 Years 25 Months 0 Date of Death [] Birth Country USA United States Birth State [] Birth Location [] <input type="checkbox"/> Exclude Contact Information?</div></div></div>
1.	<p>Click the Contact Information tab.</p> <div><div>Biographical Details Contact Information Regional VA Person Info</div><div>Person ID []</div></div>



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Step	Action																								
	<p>The Contact Information tab displays.</p> <div><div>Biographical Details</div><div>Contact Information</div><div>Regional</div><div>VA Person Info</div></div> <div><div></div><div>Empl ID</div><div></div></div> <div><div>Current Addresses</div><div><div></div><div></div><div>1-1 of 1</div><div>View All</div></div><table><thead><tr><th>Address Type</th><th>As Of Date</th><th>Status</th><th>Address</th><th></th><th></th></tr></thead><tbody><tr><td>Home</td><td>07/01/2024</td><td>A</td><td>100 W Main St Richmond, VA 23219</td><td>View Address Detail</td><td><div><div>+</div><div>-</div></div></td></tr></tbody></table></div> <div><div>Phone Information</div><div><div></div><div></div><div>1-1 of 1</div><div>View All</div></div><table><thead><tr><th>*Phone Type</th><th>Telephone</th><th>Extension</th><th>Preferred</th><th></th><th></th></tr></thead><tbody><tr><td>Business</td><td>555/555-5555</td><td></td><td><input checked="" type="checkbox"/></td><td><div><div>+</div><div>-</div></div></td><td></td></tr></tbody></table></div>	Address Type	As Of Date	Status	Address			Home	07/01/2024	A	100 W Main St Richmond, VA 23219	View Address Detail	<div><div>+</div><div>-</div></div>	*Phone Type	Telephone	Extension	Preferred			Business	555/555-5555		<input checked="" type="checkbox"/>	<div><div>+</div><div>-</div></div>	
Address Type	As Of Date	Status	Address																						
Home	07/01/2024	A	100 W Main St Richmond, VA 23219	View Address Detail	<div><div>+</div><div>-</div></div>																				
*Phone Type	Telephone	Extension	Preferred																						
Business	555/555-5555		<input checked="" type="checkbox"/>	<div><div>+</div><div>-</div></div>																					

Step	Action
	<p>The Address History page refreshes with the new effective dated row displayed.</p> <div data-bbox="251 378 1258 1050"> <p>Address History</p> <p>Address Type Home</p> <p>Address History <input type="text"/> < > 1 of 2</p> <p>*Effective Date <input type="text" value="01/21/2025"/>  Address <input type="text" value="100 W Main St"/> <input type="text" value="Richmond, VA 23219"/> <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Country <input type="text" value="USA"/> <input type="button" value="Q"/></p> <p>*Status <input type="text" value="A"/> <input type="button" value="Q"/></p> <p>Add Address</p> <hr/> <p>Effective Date <input type="text" value="07/01/2024"/> Address <input type="text" value="100 W Main St"/> <input type="text" value="Richmond, VA 23219"/> <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Country <input type="text" value="USA"/></p> <p>Status <input type="text" value="A"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/></p> </div>
	<p>When a new row is created, the row count increases by one and the Effective Date field defaults to the current date.</p>
4.	<p>Update the effective date as needed using the Effective Date Calendar icon.</p> <div data-bbox="256 1251 773 1339"> <p>*Effective Date <input type="text" value="01/16/2025"/> </p> </div>
5.	<p>Click the Add Address link.</p> <p>Note: An Address Type of “Home” is required for healthcare extract file requirements. If the mailing address and the home address are the same, only enter the home address. Do not duplicate the same address in both fields.</p> <div data-bbox="256 1541 1338 1835"> <p>Address History <input type="text"/> < > 1 of 2</p> <p>*Effective Date <input type="text" value="01/21/2025"/>  Address <input type="text" value="100 W Main St"/> <input type="text" value="Richmond, VA 23219"/> <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Country <input type="text" value="USA"/> <input type="button" value="Q"/></p> <p>*Status <input type="text" value="A"/> <input type="button" value="Q"/></p> <p><input type="button" value="Add Address"/></p> </div>



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Step	Action
	<p>The Edit Address page displays.</p> <div>Edit Address Country United States Address 1 100 W Main St Address 2 Address 3 City Richmond State VA Virginia Postal 23219 County OK Cancel</div>
6.	<p>The Address fields default with the employee's current address information. Update the address information as needed and then click the OK button.</p> <div>OK Cancel</div>
	<p>The Address History page redispays with the updated address information.</p> <div>Address History Address Type Home Address History 1 of 2 *Effective Date 01/21/2025 Address 123 Pine St Country USA Richmond, VA 23219 *Status A Add Address Effective Date 07/01/2024 Address 100 W Main St Country USA Richmond, VA 23219 Status A OK Cancel Refresh</div>

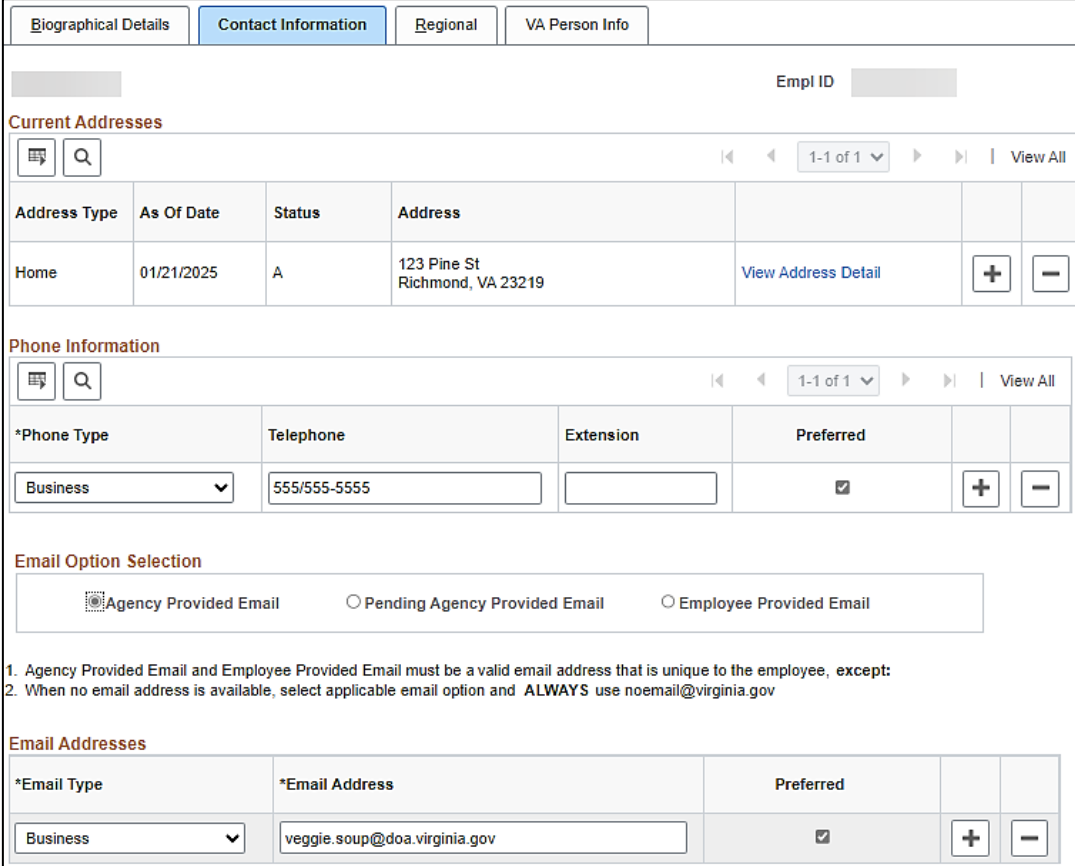


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



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Step	Action
7.	Click the OK button. 

The **Contact Information** page refreshes with the updated address information displayed.



The screenshot shows the 'Contact Information' tab selected. It displays the 'Current Addresses' section with a table containing one row: Home, 01/21/2025, A, 123 Pine St, Richmond, VA 23219. Below this is the 'Phone Information' section with a table containing one row: Business, 555/555-5555, and a checked 'Preferred' checkbox. The 'Email Option Selection' section shows 'Agency Provided Email' selected. The 'Email Addresses' section shows a table with one row: Business, veggie.soup@doa.virginia.gov, and a checked 'Preferred' checkbox.



Biographical Details				Contact Information	Regional	VA Person Info
				Empl ID		
Current Addresses						
  1-1 of 1 View All						
Address Type	As Of Date	Status	Address			
Home	01/21/2025	A	123 Pine St Richmond, VA 23219	View Address Detail		
Phone Information						
  1-1 of 1 View All						
*Phone Type	Telephone	Extension	Preferred			
Business	555/555-5555		<input checked="" type="checkbox"/>			
Email Option Selection						
<input checked="" type="radio"/> Agency Provided Email <input type="radio"/> Pending Agency Provided Email <input type="radio"/> Employee Provided Email						
<small>1. Agency Provided Email and Employee Provided Email must be a valid email address that is unique to the employee, except: 2. When no email address is available, select applicable email option and ALWAYS use noemail@virginia.gov</small>						
Email Addresses						
  1-1 of 1 View All						
*Email Type	*Email Address	Preferred				
Business	veggie.soup@doa.virginia.gov	<input checked="" type="checkbox"/>				

8.	To update a phone number for the employee, simply highlight the existing value and update the phone number (no new effective dated row is needed). 
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Step	Action
9.	<p>To add a new additional phone number, click the Add a New Row icon within the Phone Information section.</p> 
10.	<p>Enter the new additional phone number information in the new row.</p> 

11. To update an email address for the employee, complete these sections based on the following guidelines:

- a. If the employee has been issued a business email:
 - i. Click the **Agency Provided Email** radio button option
 - ii. Click the **Email Type** dropdown button and select "Business"
 - iii. Enter the email address in the **Email Address** field
 - iv. Select the **Preferred** checkbox option

Note: Notify the employee of their email and provide information to register for Cardinal Employee Self-Service using this email.

Email Option Selection

☒ Agency Provided Email
 ☐ Pending Agency Provided Email
 ☐ Employee Provided Email

1. Agency Provided Email and Employee Provided Email must be a valid email address that is unique to the employee, **except:**
 2. When no email address is available, select applicable email option and **ALWAYS** use noemail@virginia.gov

Email Addresses

*Email Type	*Email Address	Preferred		
Business	veggie.soup@doa.virginia.gov	<input checked="" type="checkbox"/>	+	-

- b. If the employee's business email has been requested, but not yet assigned:
 - i. Click the **Pending Agency Provided Email** radio button option
 - ii. Click the **Email Type** dropdown button and select "Business"
 - iii. Enter "Noemail@virginia.gov" in the **Email Address** field
 - iv. Select the **Preferred** checkbox option

Email Option Selection

☐ Agency Provided Email
 ☒ Pending Agency Provided Email
 ☐ Employee Provided Email

1. Agency Provided Email and Employee Provided Email must be a valid email address that is unique to the employee, **except:**
 2. When no email address is available, select applicable email option and **ALWAYS** use noemail@virginia.gov

Email Addresses

*Email Type	*Email Address	Preferred		
Business	noemail@virginia.gov	<input checked="" type="checkbox"/>	+	-

Note: The **Missing Email** query is helpful to find employees who still have the placeholder email address of noemail@virginia.gov in the Agency.

Once the employee's business email is obtained, replace this email address with their new email address. Notify the employee of their email address and provide information to register for Cardinal Employee Self-Service using this email.

If this is not updated, the employee will not be able to register for access to the Cardinal Employee Self-Services features.

Step	Action															
	<p>c. If the employee will not be provided with a business email:</p> <ul style="list-style-type: none">i. Click the Employee Provided Email radio button optionii. Click the Email Type dropdown button and select “Personal”iii. Enter the email address in the Email Address fieldiv. Select the Preferred checkbox option <p>Note: The email entered must be provided to the employee as they will need it to register and access the Cardinal Employee Self-Services features.</p> <div><p>Email Option Selection</p><div><input type="radio"/> Agency Provided Email<input type="radio"/> Pending Agency Provided Email<input checked="" type="radio"/> Employee Provided Email</div><p>1. Agency Provided Email and Employee Provided Email must be a valid email address that is unique to the employee, except: 2. When no email address is available, select applicable email option and ALWAYS use noemail@virginia.gov</p><p>Email Addresses</p><table><thead><tr><th>*Email Type</th><th>*Email Address</th><th>Preferred</th><th></th><th></th></tr></thead><tbody><tr><td>Personal</td><td>veggiesoup@zeemail.com</td><td><input checked="" type="checkbox"/></td><td>+</td><td>-</td></tr></tbody></table></div>	*Email Type	*Email Address	Preferred			Personal	veggiesoup@zeemail.com	<input checked="" type="checkbox"/>	+	-					
*Email Type	*Email Address	Preferred														
Personal	veggiesoup@zeemail.com	<input checked="" type="checkbox"/>	+	-												
12.	<p>To add a new email address, click the Add a New Row icon within the Email Address section.</p> <div><p>Email Addresses</p><table><thead><tr><th>*Email Type</th><th>*Email Address</th><th>Preferred</th><th></th><th></th></tr></thead><tbody><tr><td>Business</td><td>veggie.soupl@doa.virginia.gov</td><td><input checked="" type="checkbox"/></td><td>+</td><td>-</td></tr></tbody></table></div>	*Email Type	*Email Address	Preferred			Business	veggie.soupl@doa.virginia.gov	<input checked="" type="checkbox"/>	+	-					
*Email Type	*Email Address	Preferred														
Business	veggie.soupl@doa.virginia.gov	<input checked="" type="checkbox"/>	+	-												
13,	<p>Select the Email Type and enter the new email address information in the Email Address field.</p> <p>Note: More than one type of email address can be entered (i.e., personal and business). However, the Preferred checkbox must be selected for one email address. The “Business” email should be selected as “Preferred”.</p> <div><p>Email Addresses</p><table><thead><tr><th>*Email Type</th><th>*Email Address</th><th>Preferred</th><th></th><th></th></tr></thead><tbody><tr><td>Business</td><td>veggie.soupl@doa.virginia.gov</td><td><input checked="" type="checkbox"/></td><td>+</td><td>-</td></tr><tr><td>Personal</td><td>veggiesoup@zeemail.com</td><td><input type="checkbox"/></td><td>+</td><td>-</td></tr></tbody></table></div>	*Email Type	*Email Address	Preferred			Business	veggie.soupl@doa.virginia.gov	<input checked="" type="checkbox"/>	+	-	Personal	veggiesoup@zeemail.com	<input type="checkbox"/>	+	-
*Email Type	*Email Address	Preferred														
Business	veggie.soupl@doa.virginia.gov	<input checked="" type="checkbox"/>	+	-												
Personal	veggiesoup@zeemail.com	<input type="checkbox"/>	+	-												
14.	<p>Once all required updates are made, click the Save button.</p> <div><div>Save</div><div>Return to Search</div><div>Previous in List</div><div>Next in List</div><div>Notify</div><div>Refresh</div></div>															



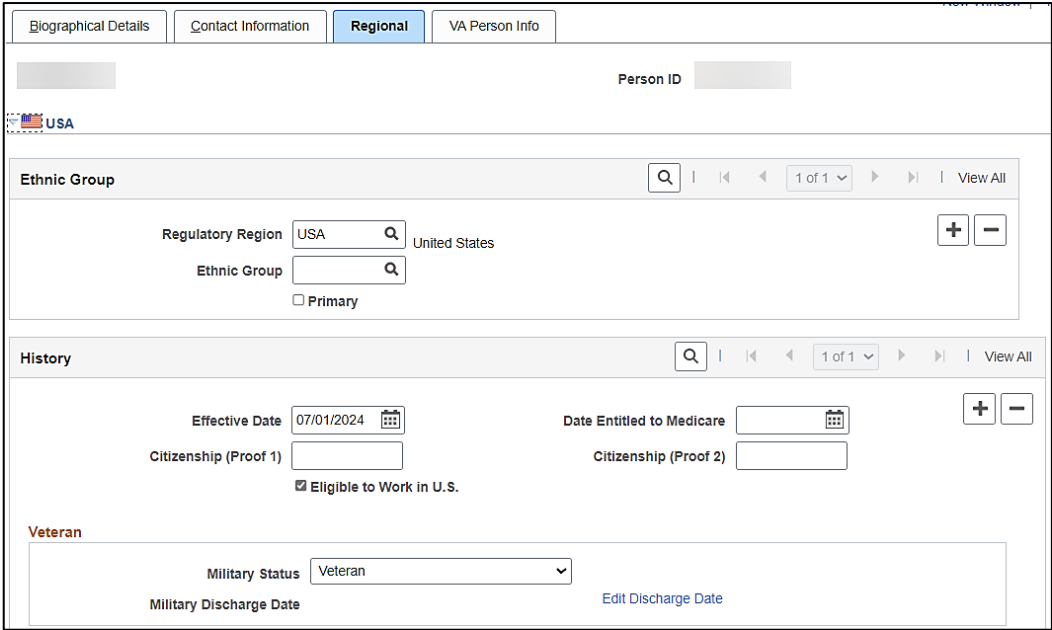
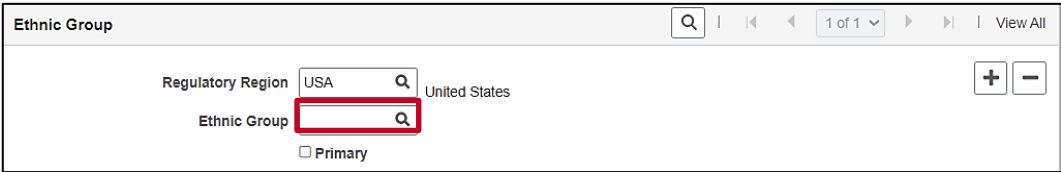




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Updating Ethnic Group and Military Status

To update an employee's ethnic group or military status, users must first navigate to the **Modify a Person** page by following the instructions in the section: [Navigating to the Modify a Person Page.](#)

Step	Action
	<p>The Modify a Person page for the employee displays (Biographical Details tab).</p> <div><div><div>Biographical Details</div><div>Contact Information</div><div>Regional</div><div>VA Person Info</div></div><div><div>Person ID</div><div></div></div><div><div>Name</div><div>1 of 1</div><div>View All</div></div><div><div>Effective Date</div><div>07/01/2024</div><div>+</div><div>-</div></div><div><div>Format Type</div><div>English</div><div>View Name</div></div><div><div>Display Name</div><div></div></div></div> <div><div>Biographic Information</div><div><div>Date of Birth</div><div>01/06/2000</div><div>Years</div><div>25</div><div>Months</div><div>0</div></div><div><div>Date of Death</div><div></div></div><div><div>Birth Country</div><div>USA</div><div>United States</div></div><div><div>Birth State</div><div></div></div><div><div>Birth Location</div><div></div></div><div><div>Exclude Contact Information?</div></div></div>

Step	Action
	<p>The Regional tab displays.</p> 
2.	<p>To update the ethnicity for the employee, click the Ethnic Group Look Up icon and select the employee's ethnic group.</p> 
	<p>Multiple Ethnic Groups can be selected using the Add a New Row icon. These rows are not effective dated.</p> 
3.	<p>Updates to military status require a new effective dated row. To update the employee's military status after their hire action is completed, click the Add a New Row icon within the History section.</p> 
	<p>When a new row is created, the row count increases by one and the Effective Date field defaults to the current date.</p>



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Step	Action
4.	<p>Update the effective date of the military status change using the Effective Date Calendar icon.</p> <div><div>*Effective Date</div><div>01/16/2025</div><div></div></div>
5.	<p>Select the updated military status using the Military Status dropdown button.</p> <div><div>Veteran</div><div>Military Status</div><div>Veteran</div><div>Military Discharge Date</div><div>Edit Discharge Date</div></div>
6.	<p>Click the Save button.</p> <div><div>Save</div><div>Return to Search</div><div>Previous in List</div><div>Next in List</div><div>Notify</div><div>Refresh</div></div>





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Updating VA Person Information

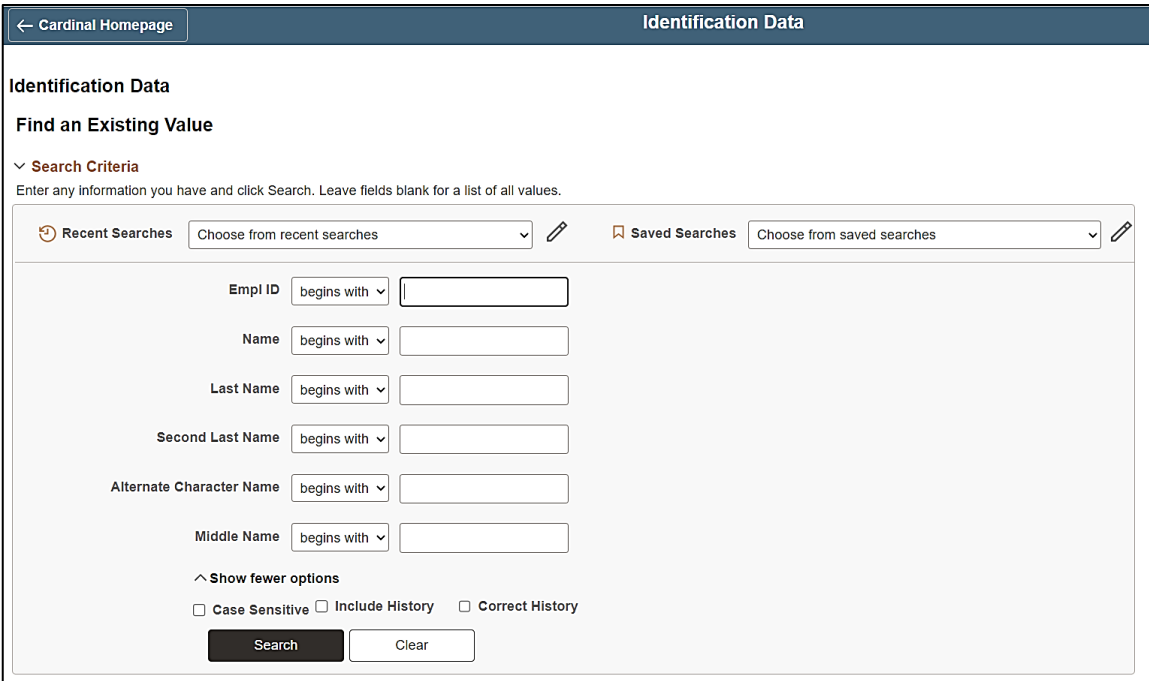


To update an employee's VA Person Information, users must first navigate to the **Modify a Person** page by following the instructions in the section: [Navigating to the Modify a Person Page.](#)

Step	Action
	<p>The Modify a Person page for the employee displays (Biographical Details tab).</p> <div><div>Biographical Details Contact Information Regional VA Person Info</div><div><div>Person ID</div><div>Name</div><div>Effective Date 07/01/2024</div><div>Format Type English</div><div>Display Name</div><div>View Name</div></div><div>Biographic Information</div><div><div>Date of Birth 01/06/2000</div><div>Years 25</div><div>Months 0</div><div>Date of Death</div><div>Birth Country USA</div><div>United States</div><div>Birth State</div><div>Birth Location</div><div>Exclude Contact Information?</div></div></div>
1.	<p>Click the VA Person Info tab.</p> <div><div>Biographical Details Contact Information Regional VA Person Info</div><div><div>Person ID</div></div></div>
	<p>The VA Person Info tab displays.</p> <div><div>Biographical Details Contact Information Regional VA Person Info</div><div><div>Person ID</div><div>Power Of Attorney</div><div>Linked Participant EmplID</div><div>Preferred Pronoun</div><div>Preferred Gender</div><div>Save</div><div>Return to Search</div><div>Previous in List</div><div>Next in List</div><div>Notify</div><div>Refresh</div><div>Update/Display</div><div>Include History</div><div>Biographical Details Contact Information Regional VA Person Info</div></div></div>

Step	Action
2.	<p>If applicable, enter the name of the person who has legal Power of Attorney for the employee in the Power of Attorney field.</p> <p>Note: The Power of Attorney is very useful in the unfortunate event of a death in service. This person needs to be contacted for decisions regarding payout of leave and/or death certificate request.</p> <div> <div>Power Of Attorney <input type="text"/></div> <div>Linked Participant EmplID <input type="text"/></div> <div>Preferred Pronoun <input type="text"/></div> <div>Preferred Gender <input type="text"/></div> </div>
3.	<p>If the employee is linked to another employee of the Commonwealth of Virginia, enter that employee ID in the Linked Participant EmplID field.</p> <div> <div>Power Of Attorney <input type="text"/></div> <div>Linked Participant EmplID <input type="text"/></div> <div>Preferred Pronoun <input type="text"/></div> <div>Preferred Gender <input type="text"/></div> </div>
4.	<p>Select the preferred pronoun provided by the employee using the Preferred Pronoun dropdown button.</p> <div> <div>Power Of Attorney <input type="text"/></div> <div>Linked Participant EmplID <input type="text"/></div> <div>Preferred Pronoun <input type="text"/></div> <div>Preferred Gender <input type="text"/></div> </div>
5.	<p>Select the preferred gender provided by the employee using the Preferred Gender dropdown button.</p> <div> <div>Power Of Attorney <input type="text"/></div> <div>Linked Participant EmplID <input type="text"/></div> <div>Preferred Pronoun <input type="text"/></div> <div>Preferred Gender <input type="text"/></div> </div>
	<p>The preferred pronoun and preferred gender can be entered or updated via Employee Self-Service by the employee.</p>
6.	<p>Click the Save button.</p> <div> <div>Save</div> <div>Return to Search</div> <div>Notify</div> <div>Refresh</div> </div>
	<p>This page is not effective dated. There is not a field for effective date or a way to insert a row. The user will simply make the change to the necessary field and save the record.</p>

Updating Citizenship Status

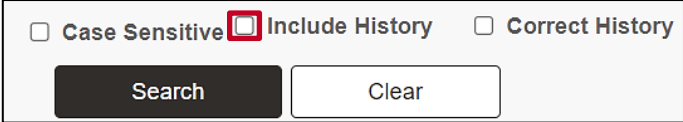
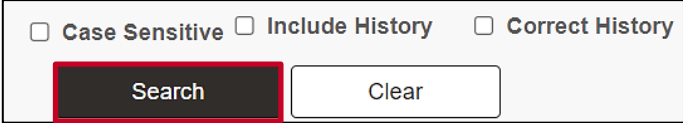
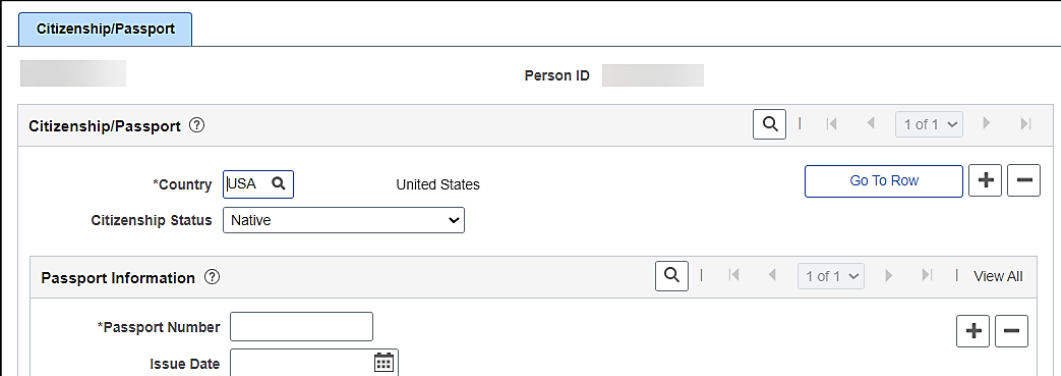


When updating the citizenship status, there is no need to add a row on this page. Override the current values with new values. History is not being maintained for this information in Cardinal.

Step	Action
1.	<p>Navigate to the Identification Data page using the following path:</p> <p>NavBar > Menu > Workforce Administration > Personal Information > Citizenship > Identification Data</p> <p>The Identification Data Find an Existing Value page displays.</p> 
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Enter the employee’s Employee ID in the Empl ID field.</p> <p>Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> 



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Step	Action
3.	<p>Click the Include History checkbox.</p> 
4.	<p>Click the Search button.</p> 
<p>The Identification Data page for the employee displays (Citizen/Passport tab).</p> 	
5.	<p>Verify that the Country field is populated with “USA”. This field must always be “USA”, as this field references the country of employment.</p> <p>Note: If the Country field does not display “USA”, update as appropriate.</p> 
6.	<p>Click the Citizenship Status dropdown button and select the new status.</p> <p>Note: The option for a US Citizen is “Native”. If the citizenship status is unknown at the time of hire, select “Not Indicated”. Do not leave this field blank. Reference the Citizenship Status Values section of this Job Aid for more guidance.</p> 



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Step	Action
7.	<p>Click the Save button.</p> <div><div>Save</div><div>Return to Search</div><div>Notify</div></div>



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Citizenship Status Values

Citizenship Status	When to Use
Alien Permanent	Foreign national (green card holder) with permanent residence visa in the United States.
Alien Temporary	Non-citizens employed in the United States (work visa).
Canadian Citizen	Do not use – use either “Alien Temporary” or “Alien Permanent” as applicable.
Employment Visa	Do not use – use “Alien Temporary”.
Native	United States citizen.
Not Indicated	The employee’s citizenship is not indicated. This can be used by Agencies who do not use Cardinal as their HR system of record.
Other	Do not use – use “Not Indicated”.
Permanent Resident	Do not use – use “Alien Permanent”.

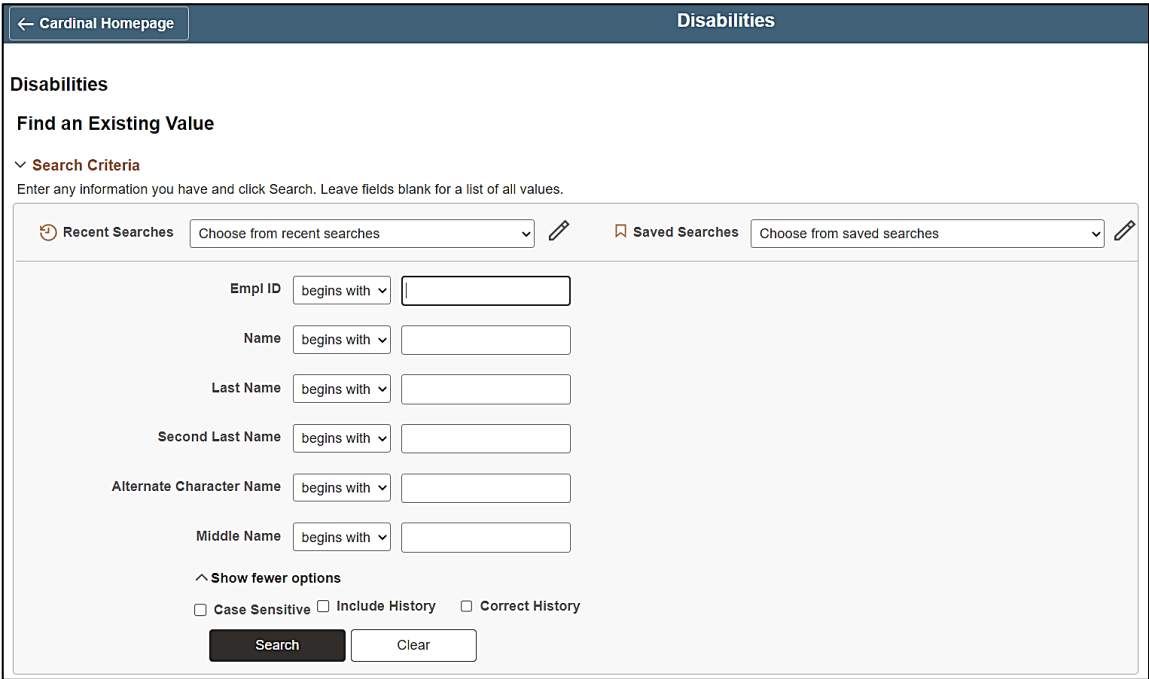


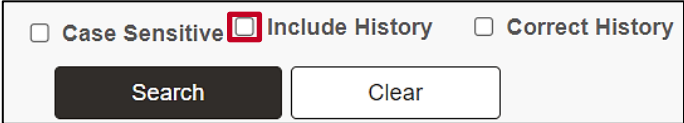


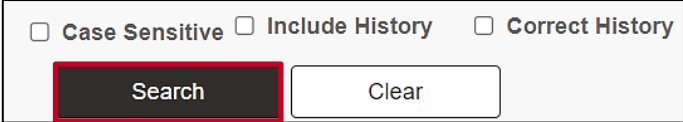
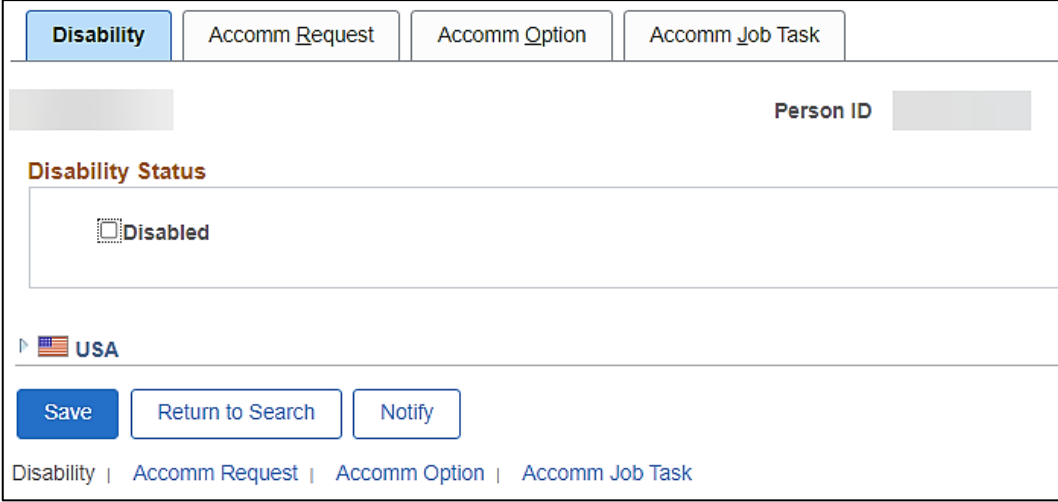

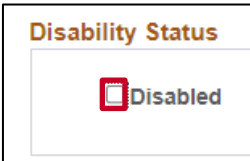
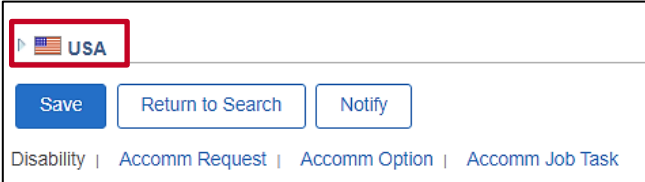
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Updating Employee Disability Information

Follow the steps below to enter/update employee disability information.

Step	Action
1.	<p>Navigate to the Job Data page using the following path:</p> <p>NavBar > Menu > Workforce Administration > Personal Information > Disability > Disabilities</p> <p>The Disabilities Find an Existing Value page displays.</p> <div></div>
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Enter the employee’s Employee ID in the Empl ID field.</p> <p>Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div></div>
3.	<p>Click the Include History checkbox.</p> <div></div>

Step	Action
4.	<p>Click the Search button.</p> 
<p>The Disabilities page for the employee displays (Disability tab).</p> 	
	<p>The Accomm Request, Accomm Option, and Accomm Job Task tabs are not utilized in Cardinal.</p>
5.	<p>Click the Disabled checkbox option.</p> 
6.	<p>Click the USA Flag Expand icon to expand that section of the page.</p> 



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Step	Action
	<p>The Section 503 and Veteran sections display</p> <div><div>Disability Accommodation Request Accommodation Option Accommodation Job Task</div><div>Person ID</div><div>Disability Status <input checked="" type="checkbox"/> Disabled</div><div>USA</div><div>Section 503 Disability Status <input type="text"/> View History Disclosure Date <input type="text"/></div><div>Veteran <input type="checkbox"/> Disabled Veteran</div><div>Save Return to Search Notify</div><div>Disability Accommodation Request Accommodation Option Accommodation Job Task</div></div>
7.	<p>Select the appropriate disability status using the Disability Status dropdown button.</p> <div><div>Section 503</div><div>Disability Status <input type="text"/> View History Disclosure Date <input type="text"/></div></div>
8.	<p>If the employee is a disabled veteran, as identified on their DD214, click the Disabled Veteran checkbox option in the Veteran section.</p> <div><div>Veteran</div><div><input type="checkbox"/> Disabled Veteran</div></div>
9.	<p>Click the Save button.</p> <div>Save Return to Search Notify</div>



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Updating Emergency Contact Information



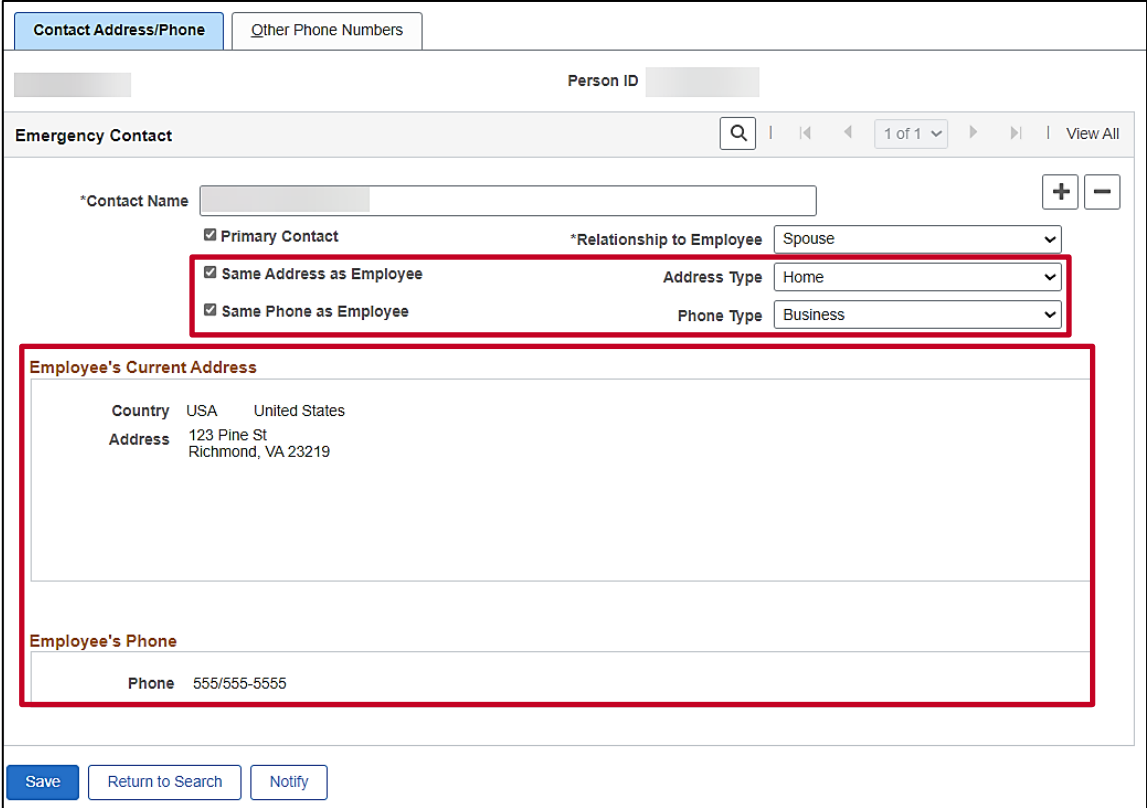

Step	Action
1.	<p>Navigate to the Emergency Contact page using the following path:</p> <p>NavBar > Menu > Workforce Administration > Personal Information > Personal Relationships > Emergency Contact</p>
<p>The Emergency Contact Find an Existing Value page displays.</p> <div></div>	
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Enter the employee’s Employee ID in the Empl ID field.</p> <p>Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div></div>
3.	<p>Click the Include History checkbox.</p> <div></div>



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Step	Action
4.	<p>Click the Search button.</p> <div><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History</div> <div>Search <input type="button" value="Clear"/></div>
	<p>The Emergency Contact page for the employee displays (Contact Address/Phone tab).</p> <div><div>Contact Address/Phone <input type="button" value="Other Phone Numbers"/></div><div>Person ID <input type="text"/></div><div>Emergency Contact <input type="button" value="Q"/> <input type="button" value="1 of 1"/> <input type="button" value="View All"/></div><div><div>*Contact Name <input type="text"/></div><div><input type="checkbox"/> Primary Contact <input type="checkbox"/> Same Address as Employee <input type="checkbox"/> Same Phone as Employee</div><div>*Relationship to Employee <input type="text" value="Other"/></div><div>Contact Address <input type="text"/></div></div></div>
5.	<p>Enter the emergency contact's first and last name in the Contact Name field.</p> <div><div>*Contact Name <input type="text"/></div><div><input type="checkbox"/> Primary Contact <input type="checkbox"/> Same Address as Employee <input type="checkbox"/> Same Phone as Employee</div><div>*Relationship to Employee <input type="text" value="Other"/></div></div>
6.	<p>If this is the employee's primary contact, check the Primary Contact checkbox option. Otherwise leave unchecked.</p> <div><div>*Contact Name <input type="text"/></div><div><input type="checkbox"/> Primary Contact <input type="checkbox"/> Same Address as Employee <input type="checkbox"/> Same Phone as Employee</div><div>*Relationship to Employee <input type="text" value="Other"/></div></div>
7.	<p>Click the Relationship to Employee dropdown button and select the applicable value.</p> <div><div>*Contact Name <input type="text"/></div><div><input type="checkbox"/> Primary Contact <input type="checkbox"/> Same Address as Employee <input type="checkbox"/> Same Phone as Employee</div><div>*Relationship to Employee <input type="text" value="Other"/></div></div>

Step	Action
8.	<p>If the emergency contact's address and/or phone number is the same as the employee, click the checkbox options for the Same Address as Employee and/or Same Phone as Employee fields. Otherwise, leave these unchecked.</p> 
	<p>If the Same Address as Employee checkbox option is checked, the Contact Address section changes to Employee's Current Address and the address in Personal Data for the employee displays in the Employee's Current Address section. The Address Type field updates to "Home". If the Same Phone as Employee checkbox option is checked, the preferred phone number in Personal Data for the employee displays in the Employee's Phone section and the Phone Type field updates to the option selected as the employee's preferred phone type.</p> 
9.	<p>If the emergency contact's address is not the same as the employee, click the Edit Address button in the Contact Address section.</p> 



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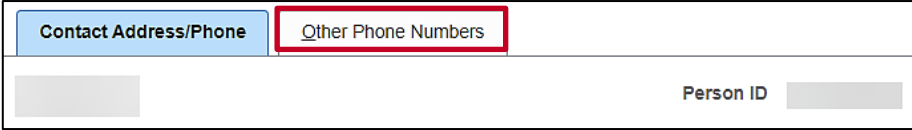
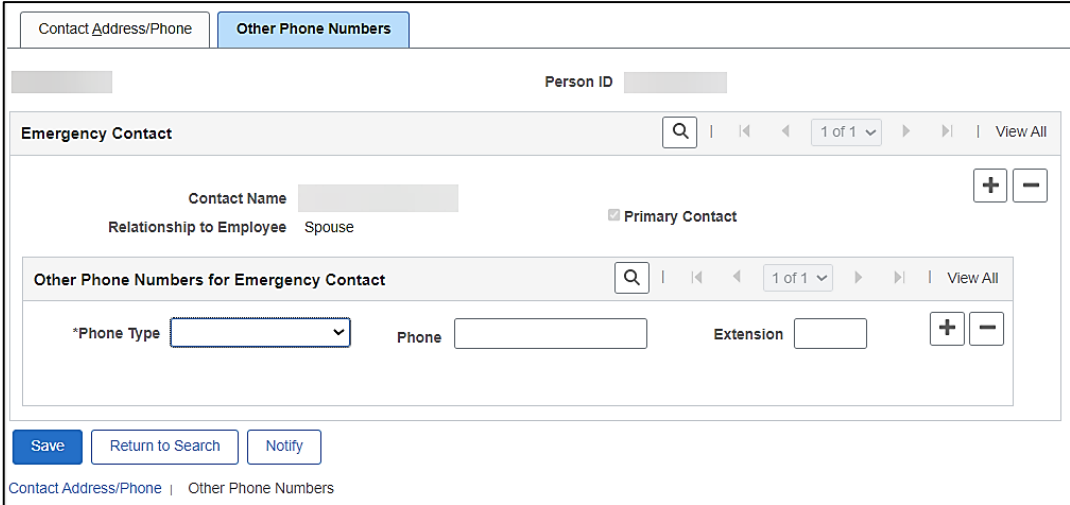
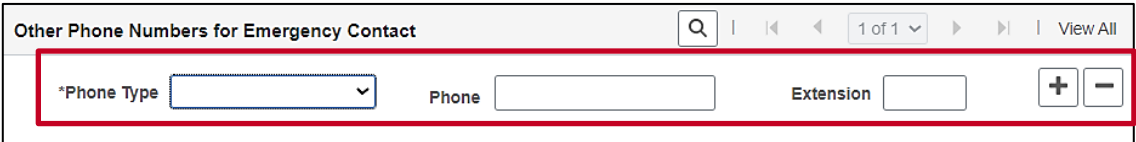
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Step	Action
	<p>The Edit Address page displays.</p> <div><p>Edit Address</p><p>Country United States Change Country</p><p>Address 1 <input type="text"/></p><p>Address 2 <input type="text"/></p><p>Address 3 <input type="text"/></p><p>City <input type="text"/> State <input type="text"/></p><p>Postal <input type="text"/></p><p>County <input type="text"/></p><p>OK Cancel</p></div>
10.	<p>Complete all applicable fields on the Edit Address page for the emergency contact and then click the OK button.</p> <div><p>OK Cancel</p></div>
	<p>The Emergency Contact page redisplay.</p> <div><p>Contact Address/Phone Other Phone Numbers</p><p>Person ID <input type="text"/></p><p>Emergency Contact <input type="text"/> 1 of 1 View All</p><p>*Contact Name <input type="text"/> + -</p><p><input checked="" type="checkbox"/> Primary Contact <input type="checkbox"/> Same Address as Employee <input type="checkbox"/> Same Phone as Employee</p><p>*Relationship to Employee <input type="text"/></p><p>Contact Address</p><p>Country <input type="text"/> USA United States Edit Address</p><p>Address <input type="text"/></p></div>
11.	<p>In the Contact Phone section, enter the emergency contact's phone number in the Phone field.</p> <div><p>Contact Phone</p><p>Phone <input type="text"/></p></div>



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Step	Action
12.	<p>Click the Other Phone Numbers tab.</p> 
<p>The Other Phone Numbers page displays.</p> 	
13.	<p>Enter the additional phone numbers in the Other Phone Numbers for Emergency Contact section as applicable. Use the Add a New Row icon as needed.</p> 
14.	<p>Click the Save button.</p> 