

Cardinal HCM Human Resources Reports Catalog

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 4/29/2025



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Revision History

Revision Date	Summary of Changes
4/29/2025	New Compensation Analysis Query added.
2/4/2025	Baseline

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Learning Materials and Resources

The **Cardinal HCM Human Resources Reports Catalog** covers the Human Resources (HR) functional area. Each functional area contains queries and reports specific to that area.

Note: Since reports and queries may be used by more than one functional area, if you do not find the report or query in your functional area, please use the **Find** feature (ctrl F) to search the other **Cardinal HCM Reports Catalogs**, as the report or query may be located in a different functional area.

After reviewing this **Cardinal HCM Human Resources Reports Catalog**, if any additional information or guidance is needed, please refer to the following:

- Cardinal SW NAV225 Cardinal Reporting (HCM): This Web Based Training (WBT) course provides training and interactive demonstrations that cover the fundamentals of how to run or access reports and queries. This course is available in Cardinal Learning and on the Cardinal Website. The course provides:
 - Key concepts in Cardinal HCM reporting
 - How to navigate to the Query Viewer, how to search for and run an HCM query and how to access query results online or by download
 - How to run HCM reports and how to navigate to the Report Manager and view reports

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Human Resources Queries

Mass Upload Queries

V HR JOB MASS DATA CHANGE

V_HR_PERFORMANCE_RATING

V HR POS FUNDING MASS LOAD

V_HR_REWARD_RECOGN_MASS_DATA

V_HR_TELEWORK_MASS_UPLOAD

V_TA_LEAVE_BAL_ADJ

V GENL DEDUCTION MASS

V_ADDLPAY_MASS

REVISED: 12/22/2023

DESCRIPTION:

The Mass Upload Queries are covered in the **Performing a Mass Upload** Job Aid, located on the Cardinal website under **Learning**. Please refer to this Job aid for assistance when processing mass uploads.

Mass Upload Description	Upload prepared by	Review by DHRM	Upload loaded by
Additional Pay	Agency	N/A	Agency
Dept-Posn Funding Mass Upload	Agency	N/A	Agency
Leave Balance Mass Upload	Agency	N/A	Agency
Managing Teleworker Employee			
Data Mass Upload	Agency	N/A	Agency
Performance Rating Mass Upload	Agency	N/A	Agency
Reward & Recognition Mass			
Upload	Agency	N/A	Agency
Job Data Mass Upload	Agency	DHRM	PPS
New Hire Mass Upload	Agency	DHRM	PPS
Position Mass Upload	Agency	DHRM	PPS
General Deduction Mass Upload	Agency	N/A	SPO

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Active Written Agreement Query V_HR_ACTIVE_WRITTEN_AGREEMENTS

REVISED: 09/15/2021

DESCRIPTION:

This query identifies employees with a written agreement for leave awards, bonuses, and other types recorded on the Rewards and Recognition page.

OUTPUT FORMAT:

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_ACTIVE_WRITTEN_AGREEMENTS

INPUT / SEARCH CRITERIA:

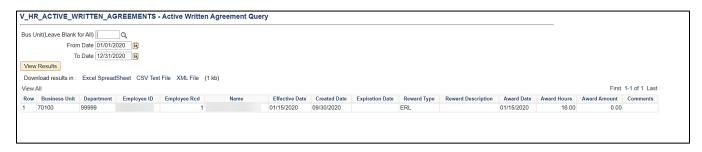
Bus Unit (Leave Blank for All) HTML From Date Excel

To Date

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Active Written Agreement Query



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Additional Pay/Comp Rate Query V_HR_ADDLPAY_COMPRT

REVISED: 03/20/2023

DESCRIPTION:

This query provides details of all active Additional Pay for employees and can be used to validate that temporary payments have been entered correctly. VRS and PRW earning codes are excluded from this query.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_ADDLPAY_COMPRT

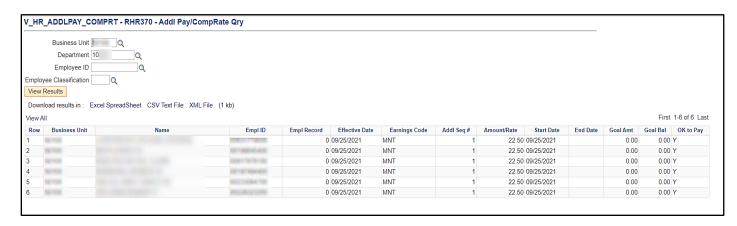
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Bus Unit HTML Department ID Excel

Employee ID

Employee Classification

Screenshot of the Additional Pay/Comp Rate Query



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Additional Pay Mass Upload Query V Addlpay Mass

REVISED: 5/10/2024

DESCRIPTION:

This query provides details of all active Additional Pay for employees and can be used to validate that temporary payments have been entered correctly. VRS and PRW earning codes are excluded from this query. Agencies should use this extract to provide the information needed to populate the data changes to the PY361_Additional Pay Mass Upload Template.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_ADDLPAY_MASS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Bus Unit HTML Department ID Excel

*Earn Code

*As of Date

ADDITIONAL INFORMATION:

Earn Code and As of Date fields are required fields.

Screenshot of the Additional Pay Mass Upload Query



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Cardinal HRPY Reconciliation Query V_HR_REW_PAY_RECON

REVISED: 09/15/2021

DESCRIPTION:

This query is used to reconcile monetary rewards and recognitions (bonuses) awarded to the employee versus what is paid through Single Use Payroll Online Transactions (SPOT) and Addl Pay tools in Payroll. The report compares the sum of the rewards and recognition paid in Payroll (paid check) to the recorded sum on the rewards and recognition page in a given date range. If the sums match, results do not display. If the sums do not match, results display all transactional history for that employee.

End users are Agency HR, Agency PY, and Department of Human Resource Management (DHRM).

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_REW_PAY_RECON

INPUT / SEARCH CRITERIA:

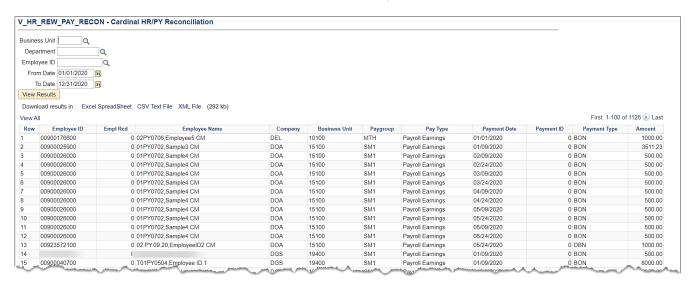
OUTPUT FORMAT:

Business Unit Department Employee ID From Date To Date HTML Excel

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Cardinal HRPY Reconciliation Query



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Cardinal Compensation Analysis Query V_HR_COMP_CHANGE_ANALYSIS

REVISED: 04/25/2025

DESCRIPTION:

This query can be utilized when retroactive compensation rates are changed on job data. The query will provide the state, non-state, and special pay compensation rates before the effective date of the retroactive change(s). This query will also provide the amount of the change, and all changes within the date range selected. This query may be used by both payroll and HR offices to identify any retroactive compensation rate changes that may require SPOT transactions to make employees' pay whole.

NAVIGATION PATH:

NavBar > Main Menu > Reporting Tools > Query > Query Viewer > V_HR_COMP_CHANGE_ANALYSIS

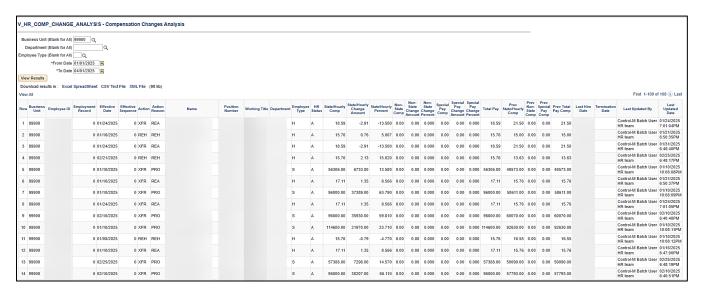
INPUT / SEARCH CRITERIA:

Bus Unit (Leave Blank for All) (optional)
Department (Leave Blank for All) (optional)
Employee Type (Leave Blank for All) (optional)
From Date (required)
To Date (required)

OUTPUT FORMAT:

HTML Excel

Screenshot of the Compensation Analysis Query



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Compensation Frequency Compare Query V_HR_COMP_FREQ_COMPARE

REVISED: 09/15/2021

DESCRIPTION:

This query of job data is used to make sure compensation frequency values are correct. It is used to identify active employees where Employee Type indicates Salary and the Compensation Frequency is not equal to semi-monthly.

Agency HR Administrators and DHRM have access to this query.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_COMP_FREQ_COMPARE

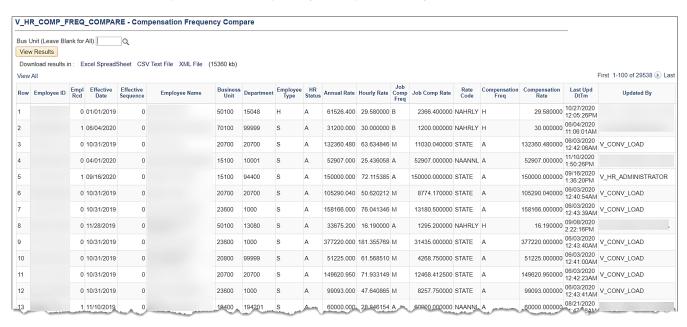
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Bus Unit (Leave Blank for All) HTML Excel

ADDITIONAL INFORMATION:

There are no required fields.

Screenshot of the Compensation Frequency Compare Query



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Department Budget Carry Over Errors Query (RPY543) V_PY_NEWFY_ROLLOVER_ERRORS

REVISED: 06/06/2024

DESCRIPTION:

This query will provide a list of any generated errors, within a specified business unit, when bringing the old fiscal year Chartfield Values forward into the new fiscal year on the Department Budget table.

Users can use the report to determine whether corrections to the new department-position funding are needed. The report can be run ad hoc for the specified business unit.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_NEWFY_ROLLOVER_ERRORS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Year HTML Business Unit Excel

ADDITIONAL INFORMATION:

Year is a required field.

Screenshot of the Department Budget Carry Over Errors Query

V PY	NEWFY	ROLL	OVER ERF	RORS - Dept Bu	dget Carry	Over Erro	ors														
_					-8																
	Year 20	125																			
Busin	ess Unit 501	00 Q																			
View	Results																				
Dow	ninad results	in: Evo	el SpreadShe	eet CSV Text File	XMI File (1)	28 kh)															
		III. EX	or opreauone	ot COV TEXT THE	NWLTHO (I	EO ND)															5-1 4 400 -5440 (D) 11
View	All																				First 1-100 of 143 (b) Last
	Year Unit			Fund Department			FIPS	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Task	Agency Use 1	Asset	Agency Use 2			Error Msg	
1	2025 50100	10003	DOT00478	04100 10003	11120010	699001												000000136	Position does not exist in POSN_BDGT_V	W OR POSITION_DATA	
2	2025 50100	10012	DOT23122	04100 10012	11070010	60400501												000553071	Position does not exist in POSN_BDGT_V	W OR POSITION_DATA	
3	2025 50100	10014	DOT01294	04100 10014	11120010	699001												000000317	Position does not exist in POSN_BDGT_V	W OR POSITION_DATA	
4	2025 50100	10014	DOT04894	04100 10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_V	W OR POSITION_DATA	
5	2025 50100	10014	DOT12836	04100 10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_V	W OR POSITION_DATA	
6	2025 50100	10014	DOT19900	04100 10014	11120010	699001												000000317	Position does not exist in POSN_BDGT_V	W OR POSITION_DATA	
7	2025 50100	10014	DOT21350	04100 10014	11120010	699001												000000317	Position does not exist in POSN_BDGT_V	W OR POSITION_DATA	
8	2025 50100	10014	DOT21593	04100 10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_V	W OR POSITION_DATA	
9	2025 50100	10014	DOT22174	04100 10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_V	W OR POSITION_DATA	
10	2025 50100	10014	DOT22955	04100 10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_V	W OR POSITION_DATA	
11	2025 50100	10021	DOT19742	04100 10021	11070010	60400501												000553073	Position does not exist in POSN_BDGT_V	W OR POSITION_DATA	
12	2025 50100	10030	DOT09023	04100 10030	11070010	60400501												000553076	Position does not exist in POSN_BDGT_V	W OR POSITION_DATA	
13	2025 50100	10030	DOT22098	04100 10030	11070010	60400501												000553076	Position does not exist in POSN_BDGT_V	W OR POSITION_DATA	
14	2025 50100	10030	DOT22902	04100 10030	11070010	60400501												000553076	Position does not exist in POSN_BDGT_V	W OR POSITION_DATA	
15	2025 50100	10030	DOT23131	04100 10030	11070010	60400501												000553076	Position does not exist in POSN_BDGT_V	W OR POSITION_DATA	
16	2025 50100	10038	DOT21391	04100 10038	11070010	60400501												000553077	Position does not exist in POSN_BDGT_V	W OR POSITION_DATA	
17	2025 50100	10053		04100 10053	11070010	60400501													Invalid Combo Code	_	

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Dept-Posn Funding Mass Upload Query V_HR_Pos_Funding_Mass_Load

REVISED: 12/19/2023

DESCRIPTION:

Agencies should use this extract to provide the information needed to populate the data changes to the Department Position Funding Mass Upload Template.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_POS_FUNDING_MASS_LOAD

HTML

Excel

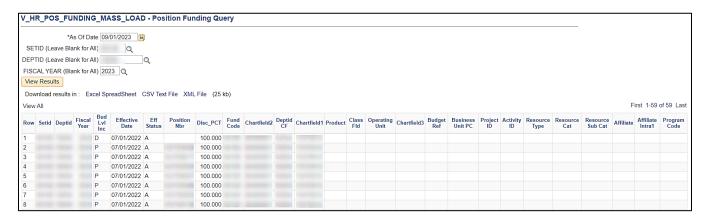
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

*As Of Date
SETID (Leave Blank for All)
DEPTID (Leave Blank for All)
FISCAL YEAR (Leave Blank for All)

ADDITIONAL INFORMATION:

As of Date field is required.

Screenshot of the Department-Position Funding Mass Upload Query



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Disciplinary Actions Audit Query V_HR DISC ACTIONS AUDIT

REVISED: 12/19/2023

DESCRIPTION:

This query details changes made on the Disciplinary Actions pages to identify changes/corrections made to written notices and disciplinary actions. This query also provides who made the changes and when.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_DISC_ACTIONS_AUDIT

INPUT / SEARCH CRITERIA:

Business Unit (Blank for All) Department (Blank for All) Employee ID (Blank for All) From Date To Date

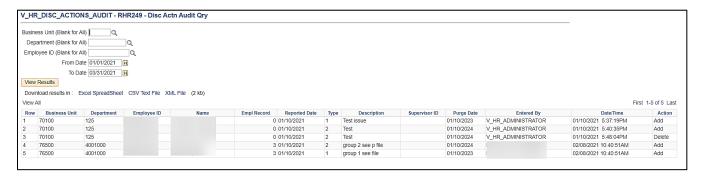
OUTPUT FORMAT:

HTML Excel

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Disciplinary Actions Audit Query



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Disciplinary Actions (Detailed) Query V_HR_DISC_ACTIONS_DETAIL

REVISED: 1/11/2023

DESCRIPTION:

This query lists written notices and disciplinary actions along with relevant employee demographic data.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_DISC_ACTIONS_DETAIL

INPUT / SEARCH CRITERIA:

Business Unit (Blank for all) Department ID (Blank for all) Employee ID (Blank for all)

**From Date

**To Date

OUTPUT FORMAT:

HTML Excel

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Disciplinary Actions (Detailed) Query



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Disciplinary Actions History Query V_HR_DISC_ACTIONS_HISTORY

REVISED: 09/15/2021

DESCRIPTION:

This query provides disciplinary action history by employee. Written notices are shown as active or inactive based on whether the expiration date has passed.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_DISC_ACTIONS_HISTORY

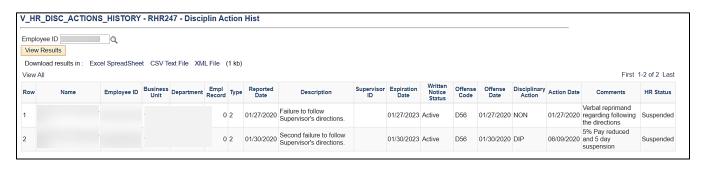
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Employee ID HTML Excel

ADDITIONAL INFORMATION:

The **Employee ID** field is a required field.

Screenshot of the Disciplinary Actions History Query



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EEO4 State and Local Government Listing Query V_HR_EEO4_STATE_AGENCY_LIST

REVISED: 09/15/2021

DESCRIPTION:

This query provides a list of agencies that are included in the centralized federally-required EEO-4 report (State and Local Government Report) due in September in odd-numbered years. Agencies may use this report to confirm that Cardinal and DHRM will be submitting EEO4 data to the EEOC on their behalf.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_EEO4_STATE_AGENCY_LIST

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

(none) HTML Excel

ADDITIONAL INFORMATION:

No input fields are required to generate this query.

Screenshot of the EEO4 State and Local Government Listing Query

Download resul	Its in: Excel SpreadSheet CSV Text File XML File	(15 kb)	
View All			First 1-100 of 213 🕟 La
Row	Agency Code	Agency Description	
1	30100	Agriculture & Consumer Svcs	
2	99900	Alcoholic Beverage Control	
3	14100	Attorney General & Dept of Law	
4	13300	Auditor of Public Accounts	
5	75400	Augusta Correctional Center	
3	76100	Baskerville Correctional Cntr	
7	71800	Bland Correctional Center	
3	29100	Blue Ridge Community College	
9	22600	Board of Accountancy	
0	23300	Board of Bar Examiners	
1	74900	Buckingham Correctional Center	
12	82000	Capitol Square Preservation Cn	
3	72400	Catawba Hospital	
14	70800	Center Children & Adolescents	
15	70300	Central State Hospital	
16	29200	Central VA Community College	
17	70700	Central VA Training Center	
18	84200	Chesapeake Bay Commission	
9	20000	Children's Services	
20	24200	Christopher Newport University	
21	11300	Circuit Courts	
22	77300	Coffeewood Correctional Center	
23	20400	College of William and Mary	
24	11600	Combined District Courts	
25	95700	Comm Attys' Services Council	
26	41300	Comm on VA Alcohol Safety Pgm	
27	15700	Compensation Board	
28	87600	Conflict Int & Ethics Adv Cncl	
29	22900	Coop Extension & Agr Experimnt Coop Extension Search	

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Emergency Contact Query V_HR_EMERGENCY_CONTACT

REVISED: 6/2/2023

DESCRIPTION:

This query is used to view emergency contact information. It indicates when changes were made to an emergency contact. This query should be run on a recurring basis to ensure personnel files contain up to date emergency contact information.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_EMERGENCY_CONTACT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Excel

ADDITIONAL INFORMATION:

No input fields are required to generate this query.

Screenshot of the Emergency Contact Query



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Employee Data Upload Error QueryV HR EMPLOYEE UPLOAD ERROR

REVISED: 2/4/2025

DESCRIPTION:

The query will select the data from HR003 Employee Data Upload Error Table and generate the data into a workable excel file that includes error and warning messages. The current HR005 Employee Data Upload Error report pdf version will be the model for the new report. Further, this query is used to research and review Employee Upload Errors based on user requests.

This query will provide interfacing agencies the ability to view Employee Data Upload errors created when loading data from agency systems into Cardinal. The Agency HR, DHRM, and PPS will be the primary audience for the use of this query. This new query will supplement, not replace the existing VHRR005 Error Report. It will be used to produce excel (or any format supported by query) output to allow end user to manipulate data as needed.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_EMPLOYEE_UPLOAD_ERROR

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit (required) HTML
Company (Optional) Excel
Date From (Required) CSV

Date To (Required: must be > or = to Date From)

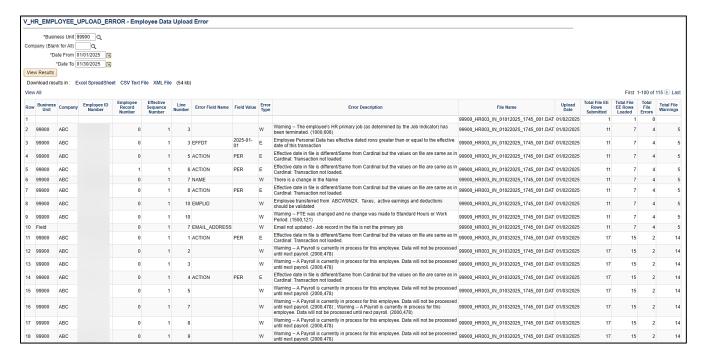
ADDITIONAL INFORMATION:

From Date and **To Date** fields are required. This query may be run by submitting agencies only, not by child agencies who do not have access to submitting agencies data. The **Business Unit** parameter is the submitting agency business unit and the **Company** may be specified if multiple companies are included within the submitting agency's purview.

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Screenshot of the Employee Data Upload Error Query



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Employees with Temporary SSNs Query V_HR_TEMP_SSN

REVISED: 09/15/2021

DESCRIPTION:

This custom query is used to monitor employees with temporary social security numbers (SSN). In Cardinal, temporary SSNs begin with a 907 and were assigned by Virginia Retirement System (VRS) for salaried employees or by DHRM for hourly employees. The user can monitor and take action on SSNs that need updating.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_TEMP_SSN

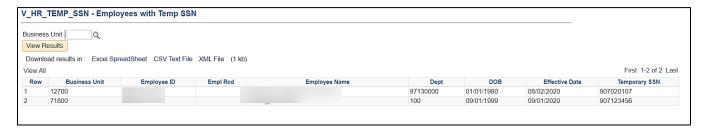
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Excel

ADDITIONAL INFORMATION:

There are no required fields for this query.

Screenshot of the Employees with Temporary SSNs Query



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EPR Audit Query V_HR_EPR_AUDIT_Query

REVISED: 12/05/2024

DESCRIPTION:

This is an audit query that identifies changes made to the EPR tool by agency. This query includes date and time of EPR tool changes, user ID and name of person who made the change, and the fields on the page that were changed including value before and after change made. Also provided is the user ID and name of who certified the EPR data for said month.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_EPR_AUDIT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

As Of Date (blank for all)

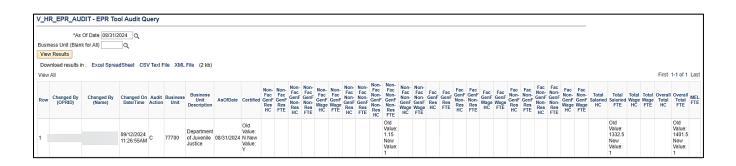
HTML

Excel

ADDITIONAL INFORMATION:

No input fields are required to generate this query.

Screenshot of the EPR AUDIT QUERY



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EPR Certification Query V_HR_EPR_CERT

REVISED: 09/15/2021

DESCRIPTION:

This query identifies which agencies have not certified the Employee Position Reports (EPR) process for the month.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_EPR_CERT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

As Of Date (blank for all)

HTML

Excel

ADDITIONAL INFORMATION:

No input fields are required to generate this query.

Screenshot of the EPR Certification Query

s Of Date(blank for	all)		
View Results			
Download results in	: Excel SpreadSheet CSV Text File XML File (56 kl		
/iew All	. Excerspreadoneet Gov lextrile AMETIE (50 ki	"	First 1-100 of 1490 0
Row	Effective Date	Business Unit	Certification Status
1	08/01/2020	10000	N
	12/16/2020	10000	N
	12/15/2020	10000	N
	11/01/2020	10000	N
	01/08/2021	10000	N
	02/01/2021	10000	N
	12/14/2020	10000	N
3	12/15/2020	10100	N
	11/01/2020	10100	N
0	08/01/2020	10100	N
1	12/14/2020	10100	N
2	01/08/2021	10100	N
3	07/01/2020	10100	N
4	12/16/2020	10100	N
5	12/15/2020	10300	N
6	12/16/2020	10300	N
7	08/01/2020	10300	N
8	02/01/2021	10300	N
9	01/08/2021	10300	N
0	11/01/2020	10300	N
21	12/14/2020	10300	N
22	12/15/2020	10700	N.

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EPR Data Validation Query V HR EPR DATA VALIDATION

REVISED: 12/06/2024

DESCRIPTION:

This query is used by agencies to validate that their EPR data is accurate prior to completing the certification process. The query provides a detailed spreadsheet of job and position department default funding data results for all filled positions as of the end of the month. Results should then be summed and filtered by reporting category, General vs Non-General funding, position type, and employee class. This query provides details regarding split funded positions that are filled; therefore, an employee may be returned on multiple rows of this query to include percentages within each fund or program code.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_EPR_DATA_VALIDATION

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

As Of Date (blank for all)

HTML

Excel

ADDITIONAL INFORMATION:

No input fields are required to generate this guery.

Screenshot of the EPR Certification Query

V_HR_EPR_DATA_VALIDATION - EPR Validation Query			
*As Of Date			
Business Unit (Blank for All)			
Employee Type (Blank for All)			
View Results			
Row Business Unit Company Fiscal Year Position EmplID Record Name Name	Department Budget Employee HR Empl Full-Part Job Status Class Time Hours	d Job FTE Reg/Temp % of Fund Distrib Fund Program EPR Category General/Non-General Fund	Restricted/Non- EPR HC EPR FTE Restricted Percent Percent

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HR Location Code Query V_HR LOCATION CODE QUERY

REVISED: 1/30/2024

DESCRIPTION:

This query displays all the active and inactive location codes by business unit. Agency HR can use this query to extract location codes within their agency.

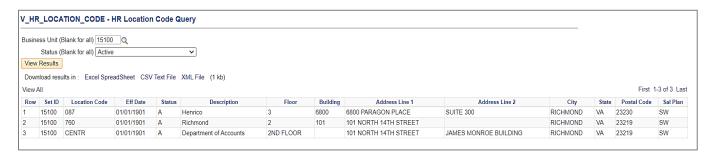
NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_LOCATION_CODE

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit (Blank for all) HTML Status (Blank for all) Excel

Screenshot of the Location Code Query



"This query displays all the active and inactive location codes by business unit.

Agency HR can use this query to extract location codes within their agency."

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Job Code Table Query V_HR JOBCODE SALARY

REVISED: 09/15/2021

DESCRIPTION:

This query lists active job codes and related information including the date on which they are effective, and the associated salary Minimum and Maximum range.

HR Administrators and DHRM Operations use this query as a reference tool of the Job Code Data Table.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_JOBCODE_SALARY

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Set ID HTML Excel

XML

ADDITIONAL INFORMATION:

The **Set ID** field should always be 'STATE', not the agency Set ID. This field is a required field and cannot be left blank.

Screenshot of the Job Code Table Query

V_H	R_JOE	COD	E_SALAR	Y - Job o	ode Table Query								_	
Viev	STAT v Result /nload re	s	n: ExcelSp	oreadSheet	CSV Text File XML Fil	e (110	4 kb)							
View	All											Fi	rst 1-100 of 3	8657 🕑 Las
Row	Set ID	Job Code	Effective Date	Effective Status	Description	Short Desc	Job Function	Sal Plan	Grade	Step	Job Family	Sal Range Min Rate	Sal Range Mid Rate	Sal Range Max Rate
1	STATE	00119	01/01/1901	Α	Lieutenant Governor	00119	UGR	AH	119	0	11000	0.000000	0.000000	0.000000
2	STATE	00121	01/01/1901	Α	Governor	00121	UGR	AH	121	0	11000	0.000000	0.000000	0.00000
3	STATE	00122	01/01/1901	Α	Director of Planning & Budget	00122	UGR	АН	122	0	11000	0.000000	0.000000	0.000000
4	STATE	00123	01/01/1901	Α	Adjutant General	00123	UGR	AH	123	0	11000	0.000000	0.000000	0.00000
5	STATE	00127	01/01/1901	А	St Coor of Emergency Mgmt	00127	UGR	АН	127	0	11000	0.000000	0.000000	0.000000
6	STATE	00129	01/01/1901	A	Dir of Human Resource Mgmt	00129	UGR	АН	129	0	11000	0.000000	0.000000	0.00000
7	STATE	00132	01/01/1901	А	Commissioner Dept of Elections	00132	UGR	АН	132	0	11000	0.000000	0.000000	0.000000
8	STATE	00136	01/01/1901	Α	Chief Information Officer	00136	UGR	AH	136	0	11000	0.000000	0.000000	0.00000
9	STATE	00140	01/01/1901	А	Dir Dept of Crim Justice Servc	00140	UGR	АН	140	0	11000	0.000000	0.000000	0.000000
10	STATE	00141	01/01/1901	Α	Attorney General	00141	UGR	AH	141	0	11000	0.000000	0.000000	0.000000

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Job Data Query V_HR_JOB_QUERY

REVISED: 11/20/2024

DESCRIPTION:

This query provides current job and employee demographic details by action and action reason based upon the As of date generated. This query may not show future dated hires.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_JOB_QUERY

INPUT / SEARCH CRITERIA:

*As of date
Business Unit (Leave Blank for All)
Dept ID (Leave Blank for All)
Action (Leave Blank for All)
Reason (Leave Blank for All)
VPA Only (Leave Blank for All)
Empl_Type (Leave Blank for All)
Job Code (Leave Blank for All)
SOC (Leave Blank for All)
HR Status

OUTPUT FORMAT:

HTML Excel

ADDITIONAL INFORMATION:

As of date field is a required field.

Screenshot of the Job Data Query

Roy	w Busi Ui	iness nit	Company	Department	Last Name	First Name	Empl ID	Empl Rcd	Effective Date	Effective Sequence	Action	Action Reason	Action Date	Position Nbr	Establishment	Empl Class	Pay Group	Employee Type	Tax Location	FICA Status	Job Std Hours	Layoff Notification Date	STD Claim Number	Recall Elig Flg	Position Description			Payroll Status	
1	1810	00 0	DLI	18100	Sticks	Chop	00017760000	0	06/10/2023	0	PAY	SLI	06/10/2023	DLI00077	DOLI	CLS	SM1	s	680	N	40.00			N	Office Services Supervisor Sr	А	А	А	Y
2	1810	00 [DLI	18100	Splash	Back	00079139800	0	06/10/2023	0	PAY	SLI	06/10/2023	DLI00032	DOLI	CLS	SM1	S	760	N	40.00			N	Fiscal Technician Senior	Α	А	Α	Υ
3	1810	00 [DLI	18100	Тор	Counter	00103632400	2	06/10/2023	0	PAY	SLI	06/10/2023	DLI00275	DOLI	CLS	SM1	s	760	N	40.00			N	Legal Assistant	A	Α	Α	Y
4	1810	00 0	DLI	18100	Oven	Microwave	00122707500	0	06/10/2023	0	PAY	SLI	06/10/2023	DLI00043	DOLI	CLS	SM1	S	770	N	40.00			N	VPP Manager	Α	Α	Α	Υ
5	1810	00 [DLI	18100	Rack	Bakers	00124098500	0	06/25/2023	0	POS	RTC	06/27/2023	DLI00269	DOLI	CLS	SM1	s	760	N	40.00			N	VOSH Health Director	A	Α	A	Y
6	1810	00 [DLI	18100	Tile	Ceramic	00139207400	0	06/10/2023	0	HIR	NEW	06/13/2023	DLI00059	DOLI	CLS	SM1	s	760	N	40.00			N	L&I Assistant Commissioner	Α	Α	Α	Υ
7	1810	00 0	DLI	18100	Washer	Dish	00139216500	0	06/10/2023	0	PAY	SLI	06/10/2023	DLI00450	DOLI	CLS	SM1	s	191	N	40.00			N	Health Compliance Officer Sr	A	A	A	Υ

Screenshot of the Job Data Query (scrolled right)

Job Job Code Code Description	Supervisor ID	Standard Occup Classification	Salary Plan	Grade	Step	Reg/Temp	Full- Part Time	Compensation Frequency	State Comp Rate	Non State Comp Rate	Special Comp Rate	Hourly Comp Rate	Month- Pays (Config 8)	Pos Std Hrs	Reports To	Location	FTE	Probation Date	Agency Start Date	Company Seniority Date	Employee State Begin Date	Agency Ag Use U Field 2 Fie		n Position to- Entry Date	Jobcode Entry Date	VRS Plan (Config 1)	Benefit Plan (Config 2)	Time Entry (Config 3)	VRS Bill Code (Config 6)	Health Bill Code (Config 9)
19221 Gen Admin Supv I/Coord I	DLI00086	43-1011	SW	4	0	R	F	S	50000.000000	0.000000	0.000000	0.000000	12-24	40.00	DL100086	LYNC	1.000000		09/16/1974	01/25/1975	09/16/1974		N	09/16/197	11/10/2021	VSN0000	181001000	Y	30181	SF-GB
19013 Admin and Office Spec III	DLI00485	43-3031	SW	3	0	R	F	S	50000.000000	0.000000	0.000000	0.000000	12-24	40.00	DLI00485	RICH	1.000000		07/25/2009	07/25/2006	07/25/2009		N	07/25/200	07/25/2009	VNY0000	181001000	Υ	30181	SF-GB
19013 Admin and Office Spec III	DLI00464	23-2011	SW	3	0	R	F	s	50000.000000	0.000000	0.000000	0.000000	12-24	40.00	DLI00464	RICH	1.000000		07/10/2003	06/10/1984	07/10/2003		N	07/10/200	07/10/2003	VSY0000	181001000	Υ	30181	SF-GB
69036 Compliance Manager II	DLI00456	11-9199	SW	6	0	R	F	S	50000.000000	0.000000	0.000000	0.000000	12-24	40.00	DL100456	ROAN	1.000000		03/16/1991	02/10/1983	02/16/1983		N	06/10/200	03/25/2013	VSY0000	181001000	Υ	30181	SF-GB

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Job Mass Update Query V_HR_JOB_MASS_DATA_CHANGE QUERY

REVISED: 12/19/2023

DESCRIPTION:

This query Is used to get the most current effective dated row of job data as a starting point for building a Job Data Mass Upload file. Additional guidance is provided on the Job Data Mass Upload Template.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_JOB_MASS_DATA_CHANGE

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

*As of date Unit HTML Excel

Dept ID

ADDITIONAL INFORMATION:

As of date field is a required field.

Screenshot of the Job Mass Update Query

V_H	R_JOB_	MASS_D	ATA_C	CHANGE -	- Job	Mass U	Ipdate qu	ıery																		
*As	of Date 09	/01/2023 [1																							
	ept ID w Results		Q																							
	vnload resu	ults in: Exc	el Spre	adSheet C	SV Tex	t File X	ML File (1	11 kb)																		
Row	Durlinger	Emplid	Empl Rcd	Effective Date	Action	Action Reason	Position Nbr	EstablD	Employee Class	Paygroup	Employee Type	Tax Location	FICA Status	Job Std Hrs	State Comp Rate	ST Comp	Non State Comp Rate	Comp	Comp	Comp	Hourly Comp Rate	Hourly Comp Freq	Special Comp Rate	Special Comp Freq	Layoff Notce Dt	STD Claim Num
1				06/10/2023	DAV	SLI			CLS	SM1	s	760	N		80858.000000		0.000000	Freq	0.000000	Freq	0.000000		0.000000	1104		
1									CLS																	
2				06/10/2023		SLI				SM1	S	760	N		171332.000000		0.000000		0.000000		0.000000		0.000000			
3			0	06/10/2023	PAY	SLI			CLS	SM1	S	760	N	40.00	85968.000000	Α	0.000000		0.000000		0.000000		0.000000			
4			0	06/10/2023	PAY	SLI			CLS	SM1	S	760	N	40.00	121248.000000	Α	0.000000		0.000000		0.000000		0.000000			
5			0	06/10/2023	PAY	SLI			CLS	SM1	s	760	N	40.00	117913.000000	Α	0.000000		0.000000		0.000000		0.000000			
6			0	06/10/2023	PAY	SLI			CLS	SM1	S	760	N	40.00	146515.000000	Α	0.000000		0.000000		0.000000		0.000000			

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Screenshot of the Job Mass Update Query (scrolled right)

STD Claim Num	Recall Elig Flg	Citizenship	ESS Time- Keeper Code	Month- Pays	Empl Status / Bill Prem Code	Non Auto- pay	Employee Eligible for Telework	Agency Use 1	Agency Use 2	Agency Use 3	Eligibility Group
	N	1	Υ	12-24	SF- GB	N	I				VSDPELGGRP
	N	1	Υ	12-24	SF- GB	N	W				VSDPELGGRP
	N	1	Υ	12-24	SF- GB	N	W				VSDPELGGRP
	N	1	Υ	12-24	SF- GB	N	W				TRADELGGRP
	N	1	Υ	12-24	SF- GB	N	W				VSDPELGGRP
	N	1	Υ	12-24	SF- GB	N	W				VSDPELGGRP

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Legislative Salary Increase Query V_HR_LEG_SALARY_INC QUERY

REVISED: 10/11/2024

DESCRIPTION:

This query is configured to identify employee's eligible for salary increases based upon requirements published in the DHRM Fiscal (FY) Authorizations and Compensation Memorandum. This automated tool should be used by the agency to evaluate, verify, and process salary increases. This query is also used to retrieve legislative salary Increases that were processed in previous cycles after those cycles have been closed.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_LEG_SALARY_INC

INPUT / SEARCH CRITERIA:

*Salary Increase Cycle
Business Unit
Department (Optional)
Salary Admin Plan (Optional)
Employee ID (Optional)
System Block Only (checkbox)
Errors Only (checkbox)

OUTPUT FORMAT:

HTML Excel

ADDITIONAL INFORMATION:

Salary Increase Cycle field is a required.

Screenshot of the Legislative Salary Increase Query

V_HF	LEG_S	ALARY_INC	- Legis	slative Sa	lary Increas	se																			
	*Salary Incr	ease Cycle SAL	_INC_F	Y2024 C	2																				
	Bu	ısiness Unit	Q																						
	Departmen	it (Optional)		Q																					
Salary	Admin Plan	n (Optional)	Q																						
E	Employee ID	O (Optional)		Q																					
	System I	Block Only 🗌																							
	E	Errors Only																							
View	Results																								
Down	nload results	s in : Excel Spr	eadShe	et CSV Tex	d File XML F	ile (291 kb)																			
View A	All																						Firs	1-100 of 13	9 🕟 Last
Row	System Block	System Notes	Agency Block	Agency Comments	Agency Discretionary Percent	Agency Discretionary Amount	Employee ID	Empl Record	Employee Name	Position Number	New State Salary	Salary Admin Plan	Grade	New Max Amount	Department ID	Job Code	Pay Status	Full/Part Time	Continuous Service Date	Standard Hours Per Week	Performance Rating	Current State Salary	System Salary Increase Percent	Status	Error Message
1			N		0	0.00		1			126000.00	sw	6	174727.000	93100		Active	Full- Time	09/10/2020	40.00		50000.00		SUCCESS- S	
2			N		0	0.00		0			92554.00	SW	5	137189.000	95200		Active	Full- Time	03/25/2017	40.00		50000.00		SUCCESS- S	
3			N		0	0.00		1			68250.00	SW	5	137189.000	96700		Active	Full- Time	02/10/2017	40.00		50000.00	5	SUCCESS- S	
4			N		0	0.00		0			78761.00	SW	5	137189.000	97200		Active	Full- Time	01/10/2008	40.00		50000.00	5	SUCCESS- S	
5			N		0	0.00		0			52500.00		4	108454.000				Full- Time	07/20/2022	40.00		50000.00		SUCCESS- S	

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Missing Email Query V_HR_MISSING_EMAIL

REVISED: 07/26/2022

DESCRIPTION:

This query lists employees that are pending the assignment of a business email and those employees who have an employee provided email of "noemail@virginia.gov". No other variations of this email address will show up in this query. Without a valid email address, the employee will not be able to log into Cardinal.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_MISSING_EMAIL

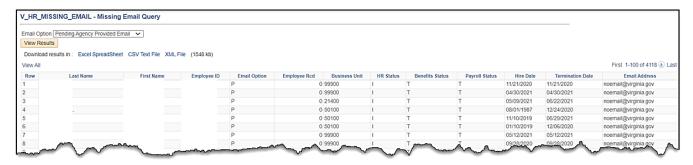
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Email Option HTML Excel

ADDITIONAL INFORMATION:

Email Options are Agency Provided Email (A), Employee Provided Email (E) or Pending Agency Provided Email (P). The report displays only the business units the user has access to.

Screenshot of the Missing Email Query



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Multiple Active Jobs Query V_HR_MULT_JOBS_QRY

REVISED: 06/28/2024

DESCRIPTION:

This query lists employees that have multiple active job records either in the same agency or different agencies (including employees on leave, layoff, or other active statuses).

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_MULT_JOBS_QRY

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

As Of Date
Bus Unit (Leave Blank for All)
Employee ID (Blank for All)

HTML Excel

ADDITIONAL INFORMATION:

As Of Date field is a required field.

Screenshot of the Multiple Active Job Query

his H		06/01/2024											
45 0	it (Leave Blank for All)) Q											
Emp	loyee ID (Blank for All)	Q											
View	Results	,											
Doug	load results in : Exce	ol SproadShoot CSV	Text File XML File (1 kb)										
		a opreauoneet CSV	TEXT FIRE VIVIL FIRE (1 KD)									_	
View A													irst 1-11 of 11 Last
Row	Emplid		ff Seq Effective Date	Business Unit	Company	Department	HR Status	Empl Status	Ben Status	Job Code	Grade	Empl Type	Empl Class
1		2	0 09/14/2022	VRSRT	VRA	99999	A	A	A	VRSRTO		S	RET
2		3	0 04/22/2024	50100	DOT	14066	A	A	A	W19013		H	GNW
3		2	0 09/14/2022	VRSRT	VRA	99999	A	A	A	VRSRTO		S	RET
4		3	1 04/22/2024	50100	DOT	14042	A	A	A	W39073		H	GNW
		1	0 10/01/2023	VRSRT	VRA	99999	A	A	A	VRSRTO		S	RET
5		2	0 04/22/2024	50100	DOT	10021	A	A	A	W39051		H	GNW
•		0	0 12/15/2023	29400	SWV	294042	A	A	A	W89011		Н	STU
•				50100	DOT	10196	A	A	A	W39072		H	GNW
6 7		1	1 05/20/2024	30100									
6 7 8		1	1 05/20/2024 0 04/10/2024	60200	MAS	7043000	A	A	A	W39112		H	GNW
5 6 7 8 9		1 1 2			MAS	7043000 10017	A	A	A	W39112 W19211		H	GNW

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Performance Ratings Audit Query V_PERFORMANCE_RATINGS_AUDIT

REVISED: 09/15/2021

DESCRIPTION:

To Date

This query details changes made on the Performance Ratings page including deleted rows. Results include performance ratings fields, user ID/username of person who made the change, and the date the change was made.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PERFORMANCE_RATINGS_AUDIT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit Excel
Department ID CSV
Employee ID
From Date

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Performance Ratings Audit Query

Busi	ness Unit	(Blank for Al	n																	
		(Blank for Al	·	Q																
		(Blank for Al																		
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	•	e 01/01/2021																	
View	Results	-	00.01.2021																	
			el SpreadShe	et CSV Tex	t File XML File	(3 kb)														
/iew		And III . En	or oproudono	00 1 10/1	711127110	(0 100)													First 1-6 of	f6 L
		Department	Employee ID	Employee Record	Name	Position	Rating Effective Date	Effective Sequence	Rating Type	Rating Cycle	Rating	Description	Supervisor ID	Reviewer ID	Reevaluation Status	Reevaluation Date	Comments	Modified By	Date/Time	
1	21500	203101)	0		UMWHR008	01/05/2021	0	A	PY 2021	С				IP	01/30/2021		V_HR_ADMINISTRATOR	01/11/2021 11:36:56AM	А
2	23600	1000)	0		VCUR5514	01/01/2021	0		2020	В		00359030600	00098030400					01/14/2021 2:33:44PM	
3	50100	10024)	1		DOTHR678	02/25/2020	0	С	PY 2020A	С							V_HR_ADMINISTRATOR	01/11/2021 11:39:11AM	Α
4	70100	059	,	0		DOCHR028	01/04/2021	0	А	PY 2021	В				IP	05/24/2021	PIP underway with weekly updates	V_HR_ADMINISTRATOR	01/11/2021 11:27:29AM	А
5	70100	059		0		DOCHR028	01/04/2021	0	А	PY 2021	С				IP	05/24/2021	his re- evaluation was lost,	V_HR_ADMINISTRATOR	01/11/2021 11:30:50AM	А
	70100	99999		0		DOCHR030	04/04/0004	0		PY 2021	С				IP			V HR ADMINISTRATOR	01/11/2021 11:35:49AM	

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Performance Ratings Mass Upload Query V_PERFORMANCE_RATING

REVISED: 12/19/2023

DESCRIPTION:

This query should be used by the Agency HR to extract the necessary data to populate the data changes to the HR371_Performance Rating Mass Upload Template.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PERFORMANCE_RATING

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit Excel *Effective Date CSV

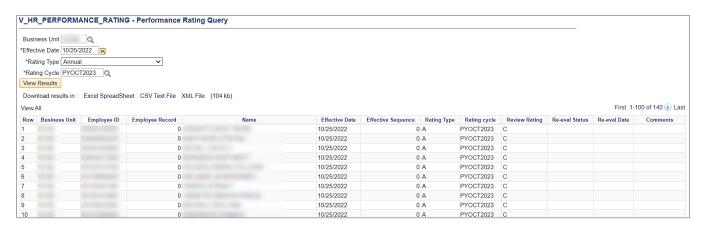
*Rating Type

*Rating Cycle

ADDITIONAL INFORMATION:

Effective Date, Rating Type and Rating Cycle fields are required.

Screenshot of the Performance Rating Mass Upload Query



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Personal Data Query V_HR_PERSONAL_DATA

REVISED: 6/28/2024

DESCRIPTION:

This query displays personal data and employment status as of a specific date. The Exclude Contact Information field was added to assist agencies with identifying employees whose contact information is omitted from employee and active directory extracts. This query may not return personal data if the hire is future dated.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_PERSONAL_DATA

INPUT / SEARCH CRITERIA:

As of Date
Bus Unit (Leave Blank for All)
Dept ID (Leave Blank for All)
Emp Status ((Leave Blank for All)
Empl Type (Leave Blank for All)
VPA Only (Leave Blank for All)

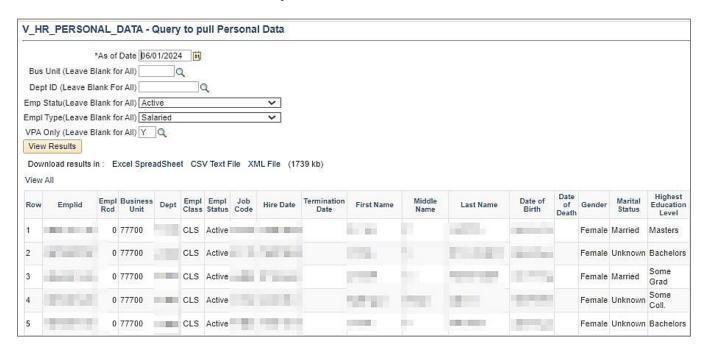
OUTPUT FORMAT:

HTML Excel

ADDITIONAL INFORMATION:

As of Date field is a required field.

Screenshot of the Personal Data Query



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Screenshot of the Personal Data Query (scrolled right)



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Position Data Information Query V_HR_POSITION_DATA

REVISED: 1/11/2024

DESCRIPTION:

This query provides an extract of position data for Agency HR Administrators and DHRM Operations.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_POSITION_DATA

INPUT / SEARCH CRITERIA:

As of Date

Bus Unit (Leave Blank for All)

Deptid (Leave Blank for All)

Posn# (Leave Blank for All)

Title (Leave Blank for All)

Full/Part (Leave Blank for All)

Pos Status (Leave Blank for All)

Status (Leave Blank for All)

Job Code (Leave Blank for All)

Grade (Leave Blank for All)

SOC (Leave Blank for All)

ADDITIONAL INFORMATION:

As of Date field is a required field.

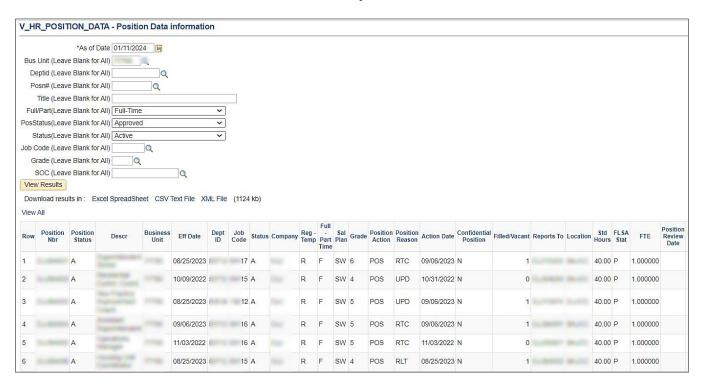
OUTPUT FORMAT:

HTML Excel

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Screenshot of the Position Data Information Query



Screenshot of the Position Data Information Query (scrolled right)

Position Months	Position Economic Interests	Position EEO Code	Position Safety Sensitive Ind	soc	Position Alternate Work Schedu	Sensitive Position code	Position Agency Field 2	Position Agency Field 3	Supervisor's Position Number	Workers Comp Hazard code	POSITION	Position Licenses 2	Position Licenses 3	Critical- Hard- to-Hire	VPA Covered	Supv	Drug Program
12.00	Y	1	Y		Y	N	MALE STO	000000000		7720				N	Υ	M	N
12.00	N	4	N		N	N		0000000000	-	7720				N	Y	s	N
12.00	N	4	N		N	N		0000000000		7720				N	Υ	s	N
12.00	N	1	Y		N	Y		0000000000		7720				N	Y	M	N
12.00	N	1	N		N	Y		0000000000		7720				N	Y	M	N

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Position Data Upload Error Query V_HR_POSITION_DATA_UPLOAD_ERROR

REVISED: 2/4/2025

DESCRIPTION:

This query will select the data from HR006/RHR041 Position Data Upload Error Table and generate the data into a workable excel file that includes error and warning messages. Further, this query is used to research and review Position Upload Errors. The Agency HR, DHRM, Payroll Service Bureau and PPS.

This query will provide interfacing agencies the ability to view Position Data Upload errors created when loading data from agency systems into Cardinal. This query is used to produce excel (or any format supported by query) output to allow end user to manipulate data as needed.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_POSITION_UPLOAD_ERROR

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit (Required) HTML
Company (Leave Blank for All) Excel
Date From (Required) CSV

Date To (Required: must be > or = to Date From)

ADDITIONAL INFORMATION:

From Date and **To Date** fields are required. This query may be run by submitting agencies only, not by child agencies who do not have access to submitting agencies data. The **Business Unit** parameter is the submitting agency business unit and the **Company** may be specified if multiple companies are included within the submitting agency's purview.

Screenshot of the Position Data Upload Error Query



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Position Default Funding Query V_HR_POSN_DFLT_EMPL_DATA

REVISED: 11/01/2024

DESCRIPTION:

This query pulls Position and/or Department Level Default Funding for incumbents and includes the employee's name, position number, and pay rate (compensation). This query is used by HR Administrators and Budget Processors to verify position type, funding, and distribution percentages.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_POSN_DFLT_EMPL_DATA

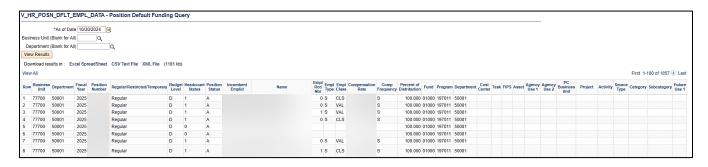
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

As of Date HTML
Business Unit (Blank for All) Excel
Department (Blank for All)

ADDITIONAL INFORMATION:

As of Date field is a required field.

Screenshot of the Position Default Funding by Employee



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Privatization Query V_HR PRIVATIZED

REVISED: 0/15/2021

DESCRIPTION:

This query identifies positions with the Privatization Flag checked within a given time period. This query is for DHRM to monitor positions that have been privatized.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query Viewer - Search V_HR_PRIVATIZED

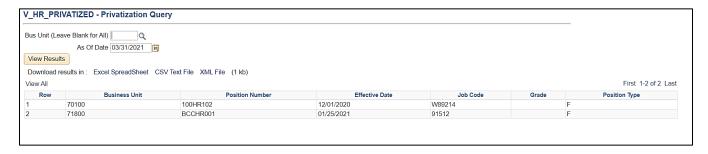
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Bus Unit (Leave Blank for All) HTML
As Of Date Excel

ADDITIONAL INFORMATION:

As Of Date field is a required field.

Screenshot of the Privatization Query



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Rewards and Recognition Audit Query V_HR_REWARD_RECOG_AUDIT

REVISED: 12/20/2023

DESCRIPTION: This query will display details of all changes to Rewards and Recognition including the user ID and name of the person who made the change, the date of the change, and the action (Add, Delete, or Update). The end users of this query will be DHRM and Agency HR.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query Viewer - Search V_HR_REWARD_RECOG_AUDIT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

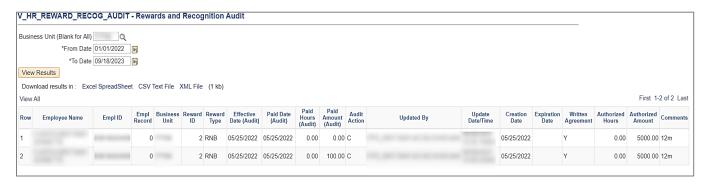
Bus Unit (Leave Blank for All) HTML *From Date Excel

*To Date

ADDITIONAL INFORMATION:

From Date and **To Date** fields are required.

Screenshot of the Rewards and Recognition Audit Query



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Rewards and Recognition Query V_HR_REWARD_RECOGN_MASS_DATA

REVISED: 08/25/2023

DESCRIPTION:

This query serves two different purposes:

- 1. New Reward checked: used to extract employee data needed to begin building a Rewards and Recognition Mass Upload Template. Additional instructions are provided on the Template.
- 2. New reward not checked: used as a query to provide employee rewards already entered, including amounts Authorized and Paid.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query Viewer - Search V_HR_REWARD_RECOGN_MASS_DATA

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

*As of Date Bus Unit (Leave Blank for All) Department (Leave Blank for All) Reward Type (Leave Blank for All) *New Reward

HTML Excel

ADDITIONAL INFORMATION:

As of Date and New Reward fields are required.

Screenshot of the Rewards and Recognition Mass Query

		*As of Date 01	1/01/2023														
Busir	ess Unit (B	lank for All)	2														
De	partment (B	lank for All)	Q														
Rew	ard Type (B	Blank for all)	Q														
	*Nev	w Reward?)														
Viev	Results																
DOM	nload resul	Its in : Excel S	SpreadSheet CS	SV Text File XM	L File (606	kb)											
View		Its in : Excel S	SpreadSheet CS	SV Text File XM	IL File (606	8 kb)									First 1	1-100 of 68	8 🕟 La
∕iew		Its in : Excel S	SpreadSheet CS Last Name	Employee ID	Empl Record	Effective Date	Created Date	Expiration Date	Reward Type	Written Agreement Flag	Authorized Hours	Authorized Amount	Agency Notes	Award Date	First 1	1-100 of 68 Paid Amount	
/iew	All Business				Empl Record	Effective Date							Agency Notes	Award Date 11/25/2020 (Paid Hours	Paid	Rewar
/iew Row	All Business				Empl Record	Effective Date 11/25/2020	Date		Туре		Hours	Amount	Agency Notes		Paid Hours	Paid Amount	Rewar
l Row	All Business				Empl Record	Effective Date 11/25/2020 10/25/2021	Date 11/25/2020	Date	Туре	Agreement Flag N N	Hours 0	Amount 500	Agency Notes	11/25/2020 (Paid Hours	Paid Amount 500	Rewar
	All Business				Empl Record 0 1	Effective Date 11/25/2020 10/25/2021 05/09/2022	Date 11/25/2020 11/18/2021	Date 05/08/2023	Туре	Agreement Flag N N	Hours 0	Amount 500 1466.82	Agency Notes	11/25/2020 (Paid Hours	Paid Amount 500 1466.82	Reward

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Rewards Review Query V HR REWARDS TRANSACTIONS

REVISED: 08/1/2024

DESCRIPTION:

This query should be used by Agency HR, DHRM, PPS and PSB, to identify employees that may be eligible for rewards and recognition using the timeframe the reward(s) data was entered (the date keyed, not the effective date) in the Rewards page in Cardinal. The results of this query do not include leave reward data only entered in Absence Management.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query Viewer - Search V_HR_REWARDS_TRANSACTIONS

INPUT / SEARCH CRITERIA:

*Start Date

*End Date

Business Unit (Blank for All)

Department (Blank for All)

Reward Type (Blank for All)

Reward Cat (Blank for All)

Empl Type (Blank for All)

VPA Covered (Blank for All)

Emplid (Blank for All)

Empl Class (Blank for All)

HR Status (Blank for All)

OUTPUT FORMAT:

HTML Excel

ADDITIONAL INFORMATION:

Start Date and End Date fields are required.

Screenshot of the Rewards Review Query

V_F	HR_RE	WARDS_	TRANSACT	IONS -	Rewards F	Review Query																						
		*Start E	Date 01/01/202	4 📆																								
		*End [Date 08/01/202	4 5																								
Bus	siness Un	it (Blank for	All)	2																								
D	epartmen	nt (Blank for	All)	Q																								
Rei	ward Typ	e (Blank for	All) Q																									
R	eward Ca	at (Blank for	All)			~																						
E	Empl Typ	e (Blank for	All) S Q																									
			All) Q																									
		D (Blank for		C	1																							
E	Empl Clas	s (Blank for	All) Q		•																							
j	HR Statu	s (Blank for	All) Active			~																						
	ew Resul																											
	ownload r	results in :	Excel SpreadS	heet C	SV Text File	XML File (2198	kb)																					
Rov	w Busine	SS Company	Employee ID	Empl	Class Manage		Danisian	4.5																				First 1-100 of 1903
		Company		Record	riist Name	Last Name	Position Number	Code	Department	Paygroup	Employee Type	Covered	HR Status	Pay Status	Empl Effective Class Date	Creation Date	Expiration Date	Reward Type	Written Agreement Flag	Authorized Hours	Authorized Amount	Agency Notes	Award Date	Paid I Hours Ar	Paid Reward La	st Update DateTime	OPRID	First 1-100 of 1903 Name of OPRID
	and the same of	Company	-		First Name	Last Name	Number			Paygroup SM1	Type S				Empl Effective Date CLS 04/25/2024				Agreement		1500	Agency Notes Public Service Recognition Bonus	Award Date 05/16/2024	Hours Ar	nount ID E	DateTime		
2				0				19212	10.01			Υ	A	Α (05/01/2024			Agreement	0	1500	Public Service Recognition		O 15	00 3 05	0ateTime /01/2024 14:27PM		Name of OPRIC

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Salary Grade Query V_HR_SAL_GRADE

REVISED: 09/15/2021

DESCRIPTION:

This query provides existing Salary Plan structures associated with the Agency Head (AH), as well as VPA Statewide (SW), and Northern Virginia (NV) Salary Plans using SET ID = STATE. The Salary Plans of FA, WG, and UG are set up under their respective Job Codes and can be reviewed using the V_HR_JOBCODE_SALARY_query.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query Viewer > V HR SAL GRADE

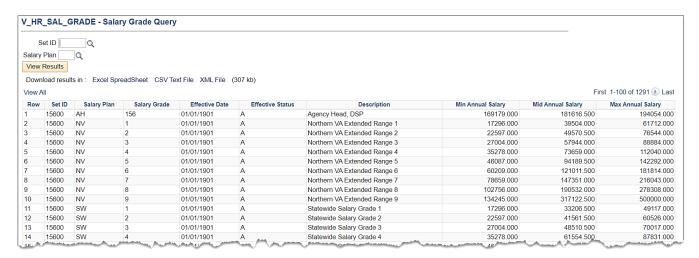
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Set ID HTML Salary Plan Excel

ADDITIONAL INFORMATION:

There are no required fields for this query.

Screenshot of the Salary Grade Query



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Salary Grade/Step Query V_HR_SALARY_GRADE_STEP_QUERY

REVISED: 09/15/2021

DESCRIPTION:

This query provides existing step structures within agencies that are using salary steps. If access to multiple agencies, the table configuration values displays for all applicable Business units.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_SALARY_GRADE_STEP_QUERY

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Set ID (blank for all) Salary Plan (blank for all) HTML Excel

ADDITIONAL INFORMATION:

There are no required fields for this query.

Screenshot of the Salary Grade/Step Query

View	Plan(blank	for all)	•							
View)							
Down	load results	in: Excel Sprea	adSheet CSV Text F	ile XML File	e (26 kb)					
View A	JI .									First 1-94 of 94
Row	Set ID	Salary Plan	Effective Date	Grade	Step	Max Hourly Rate	Max Daily Rate	Max Monthly Rate	Max Annual Rate	Step Description
	19400	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 36750-57,386
	19400	SW	01/01/1901	4	1	0.000000	0.000	0.000	0.000	SW 4.1 = 46200-78,348
	19400	SW	01/01/1901	5	1	0.000000	0.000	0.000	0.000	SW 5.1 = 71951-111,102
	20300	NV	01/01/1901	4	1	0.000000	0.000	0.000	0.000	NV 1.1 = 51,938-112,040
	20300	SW	01/01/1901	1	1	0.000000	0.000	0.000	0.000	SW 1.1 = 20,490-49,117
	20300	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 29148-70,017
	20300	SW	01/01/1901	3	2	0.000000	0.000	0.000	0.000	SW 3.2 = 30,239-70,017
	20300	SW	01/01/1901	3	3	0.000000	0.000	0.000	0.000	SW 3.3 = 31,613-70,017
)	20300	SW	01/01/1901	4	1	0.000000	0.000	0.000	0.000	SW 4.1 = 37,506-70,017
10	20300	SW	01/01/1901	4	2	0.000000	0.000	0.000	0.000	SW 4.2 = 37,506-87,831
11	20300	SW	01/01/1901	4	3	0.000000	0.000	0.000	0.000	SW 4.3 = 38,922-87,831
12	20300	SW	01/01/1901	4	4	0.000000	0.000	0.000	0.000	SW 3.3 = 35,315-87,831
3	20800	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 26,217-61,053
14	21400	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 29,253-57,386
14		SW	01/01/1901	3	2	0.000000	0.000		0.000	

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Teleworker Mass Upload Query V_HR_TELEWORK_MASS_UPLOAD

REVISED: 12/20/2023

DESCRIPTION:

This query will extract telework agreement data from Cardinal. Agencies should use this query to extract the information needed to populate the data changes to the HR520_Teleworker Mass Upload Template.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_TELEWORK_MASS_UPLOAD

INPUT / SEARCH CRITERIA:

*As Of Date

Business Unit (blank for all) Department (blank for all)

*New Telework Agreement (checkbox)

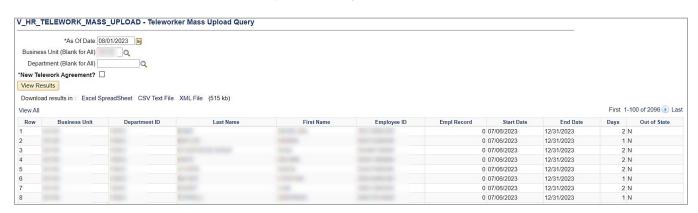
OUTPUT FORMAT:

HTML Excel

ADDITIONAL INFORMATION:

As Of Date is a required fields for this query.

Screenshot of the Teleworker Mass Upload Query



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Seniority Date Review Query V_HR_CMPNY_SENIORITY_DT_REVIEW

REVISED: 12/20/2023

DESCRIPTION:

This query identifies changes made to the company seniority date, which is automatically updated when an Agency HR Administrator changes the Annual Leave Eligibility Date on the Job Data, Employment Data page. Agencies should use this query to identify missing Leave Eligibility and Company Seniority dates as well as who changed these date fields and when, because these fields populate to Absence Management and drive the employee leave accrual rates.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V HR CMPNY SENIORITY DT REVIEW

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Business Unit Department ID Employee ID HTML Excel

From Date

To Date

ADDITIONAL INFORMATION:

Business Unit, From Date and To Date fields are required fields.

Screenshot of the Seniority Date Review Query

Business Unit 24200	Q										
Department ID	Q										
Employee ID	a a										
From Date 01/01	2020										
To Date 03/31/											
View Results	2020										
Download results in :	Excel SpreadSheet CS	SV Text File XML File	(3 kb)								
	Excel SpreadSheet CS	SV Text File XML File	(3 kb)								First 1-6 of 6
Download results in : View All	·	SV Text File XML File	(3 kb)	Empl Record	Position	Location	Changed On	Changed By	Old Value	New Value	First 1-6 of 6
Download results in : View All	·		,		Position CNUTA12	Location CENTR	Changed On	Changed By	Old Value	New Value	
Download results in : View All Row Business Unit 1 24200	Department ID		,	1 (Changed On	Changed By	Old Value	New Value	Reason
Download results in : view All Row Business Unit 1 24200 2 24200	Department ID 11025		,	1 (CNUTA12	CENTR	Changed On	Changed By	Old Value	New Value	Reason Missing Seniority Date
Download results in : View All Row Business Unit 1 24200 2 24200 3 24200	Department ID 11025 11485		,	1 (CNUTA12 CNU00075	CENTR CENTR	Changed On	Changed By	Old Value	New Value	Reason Missing Seniority Date Missing Seniority Date
Download results in : View All Row Business Unit 1 24200 2 24200 3 24200	Department ID 11025 11485 11600		,	1 (1 (1 (CNUTA12 CNU00075 CNUTA17	CENTR CENTR CENTR	Changed On	Changed By	Old Value	New Value	Reason Missing Seniority Date Missing Seniority Date Missing Seniority Date

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Terminated Employee Query for DGS V_HR_DGS_TERM_EMPLOYEES

REVISED: 09/15/2021

DESCRIPTION:

This query provides Department of General Services (DGS) the ability to identify terminated employees to support building security access.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_DGS_TERM_EMPLOYEES

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

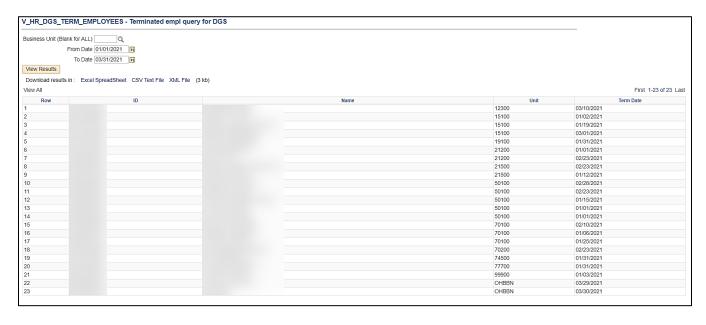
Business (Blank for All) HTML From Date Excel

To Date

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Terminated Employee Query for DGS



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Human Resources Reports

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Action Reason Validation Report (RHR489)

REVISED: 09/15/2021

DESCRIPTION:

This report shows Job Data changes that are inconsistent with the definition of the action/action reason for classified employees only. The report only shows rows where the defined field level criteria were not met, such as a promotion transaction where the employee did not experience the required change in pay band/grade. Agencies and DHRM should use this report to identify transactions that do not comply with the DHRM Compensation policy and pay practice guidelines.

This report is used by Agency and Department of Human Resource Management (DHRM) HR staff to ensure actions comply with the Compensation Policy for Classified Employees.

NAVIGATION PATH:

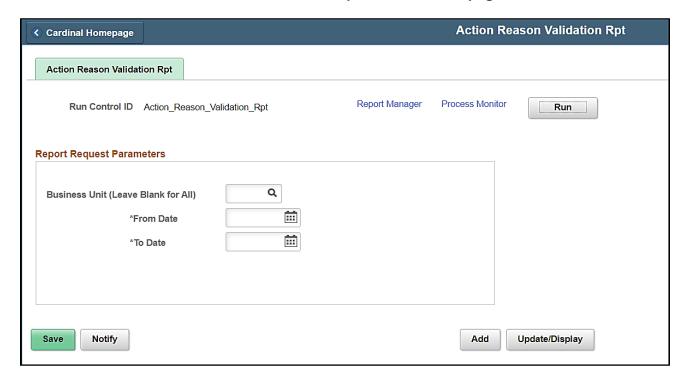
NavBar > Menu > Workforce Administration > Job Information > Reports > Action Reason Validation Rpt

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Business Unit (Leave Blank for All) From Date To Date **PDF**

Screenshot of the Action Reason Validation Report Run Control page



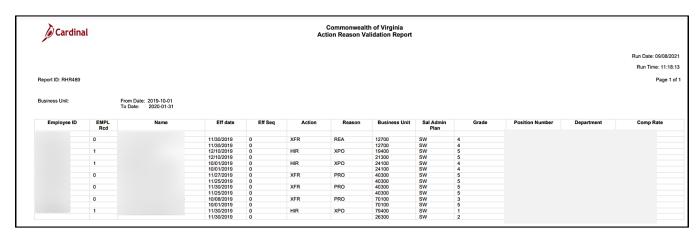
ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

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Screenshot of the Action Reason Validation Report



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Compensation Eligibility Report (RHR361)

REVISED: 09/15/2021

DESCRIPTION:

This report monitors eligibility for compensation changes. The report displays three years of performance data and displays gross earnings and bonus balances for year to date.

Agency and DHRM HR Subject Matter Experts (SMEs) and Managers use this report to validate eligibility for legislatively mandated and other compensation changes.

NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Job Information > Reports > Compensation Eligibility Rpt

Excel

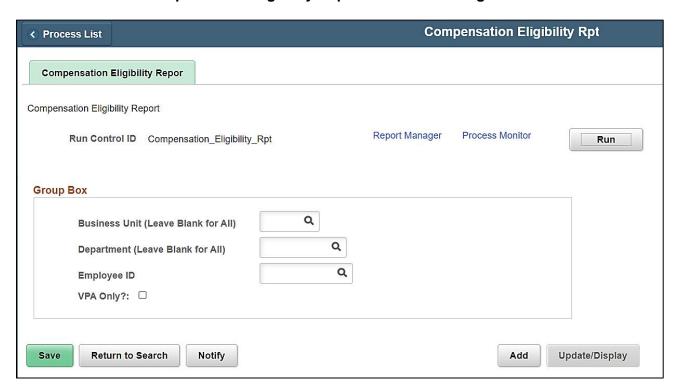
INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Business Unit (Leave Blank for All) Department ID (Leave Blank for All) Employee ID

Virginia Personnel Act (VPA) Only? (checkbox)

Screenshot of the Compensation Eligibility Report Run Control Page



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Screenshot of the Compensation Eligibility Report

Bus Unit	Depart ment	Employ ee ID	Empl Rcd	Name			Job Code	Salary Plan	Grade	Step	Std Hours	State Salary	Non- State Salary	Special Pay	VPA?	Leave Servic e Date	State Service	Months	Job Entry Date	Perfoance Rat Date
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	14749	0	0	N		2017-01- 08		2019-11- 15	
10000	1113005 B		Ó		SOV750 5B	SOV	COVA99	UG		0	40	38500	0	0	N		2018-12- 01	0	2019-11- 15	1
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	38500	0	0	N		2018-12- 01	0	2019-11- 15	1
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	5300	0	Ó	N		2018-05- 06	0	2019-11- 15	1
10000	1113005 B		Ó		SOV750 5B	SOV	COVA99	UG		0	40	5300	0	0	N		2018-05- 06	0	2019-11- 15	1
10000	1113005 B		Ó		SOV750 5B	SOV	COVA99	UG		0	40	5300	0	0	N		2019-08- 01	0	2019-11- 15	1
10000	1113005 B		0	Ja 16	SOV750 5B	SOV	COVA99	UG		0	40	5300	0	0	N		2019-08- 01	0	2019-11- 15	200

Screenshot of the Compensation Eligibility Report (scrolled right)

1	ance Rating	Perfor mance Rating Cycle	ance Rating	Perform ance Rating	Effectiv e Date		Reaso n	nsation Rate	nsation Freque ncy	Change Amount	Change Percent	Rewa d ID	Reward Dt		Reward Amt
					2019-11- 15	DTA	1	614.541 667	S	0	0	O			0
					2018-12- 01	HIR	CNV	1604.16 6667	S	0	0	0			0
					2019-11- 15	DTA	CNV	1604.16 6667	S	0	0	0			0
					2018-05- 06	HIR	CNV	220.833 333	S	0	0	O			0
					2019-11- 15	DTA	CNV	220.833 333	S	0	0	Ó			0
					2019-08- 01	HIR	CNV	220.833 333	S	0	0	0			0
					2019-11- 15	DTA	CNV	220.833 333	S	0	0	0		^	0

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Compensation Levels by Job Code and SOC Report (RHR427)

REVISED: 09/15/2021

DESCRIPTION:

This report is used to analyze compensation levels detailed by Job Code, Standard Occupational Classification (SOC) Code, or both. Once the compensation data is detailed by the desired code, the report displays the information by average, min, mid, median, max, and quartiles. Process this using the agency BU for agency-wide quartile data. Leave the BU field blank for statewide quartile data.

The end users are Agency HR and DHRM HR Staff.

NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Job Information > Reports > Comp Levels by Job Code & SOC

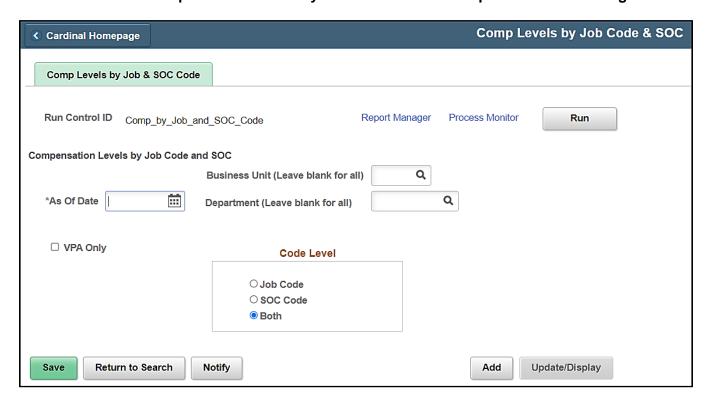
INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Business Unit (Leave blank for all)
As of Date
Department (Leave blank for all)
VPA Only (checkbox)
Radio button for Code Level (Job Code, SOC Code, or Both)

Excel

Screenshot of the Compensation Levels by Job Code and SOC Report Run Control Page



ADDITIONAL INFORMATION:

As of Date field is a required field.

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Screenshot of the Compensation Levels by Job Code and SOC Report

Card				Compensation Level	alth of Virginia s by Job Code and SC a and SOC Code	oc			Run Date: 04/26/2	2021
As Of Date: 20	21-03-31									
/PA Only: N				1						
Business Unit:										
Department: 1										
Code Level: Bo	th									
Role Code	Role Tittle	SOC Code	SOC Tittle	Number of Employees	Average Salaries	Lowest Salaries	First Quartile	Median Salary	Third Quartile	Highest Salaries
94112	Assistant Fiscal Officer	43-0000	Office and Administrative Support Occupations	1	43500.000	43500.000	43500.000	43500.000	43500.000	43500.000
OVA99	COV Default	13-2011	Accountants and Auditors	1	99360.000	99360.000	167275.000	99360.000	87000.000	99360.000
OVA99	COV Default	27-3041	Editors	1	87000.000	87000.000	167275.000	87000.000	87000.000	87000.000
As Of Date: 20	21-03-31									
/PA Only: N										
Business Unit:	12700									
Department: 9	8312600									
ode Level: Bo	al.			!						

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COVA Personnel Actions History Report (RHR086)

REVISED: 1/11/2024

DESCRIPTION:

This is a custom report listing all employees within a Business Unit affected by job actions that were entered by a user between the From and To date requested in the report parameters. This report is used by agencies to populate and research multiple rows of historical job data for audit and analysis purposes. The report run control page provides the ability to drill into specific actions or to run populating all actions within a specific period of time. The Show Components checkbox will return the Compensation Salary Plan level (STATE vs BU alternate plan)

NAVIGATION PATH:

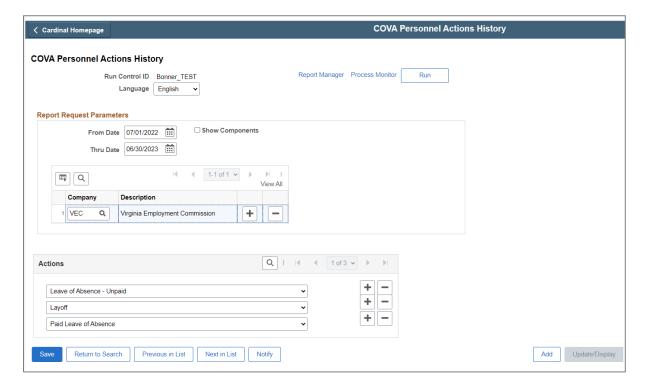
NavBar > Menu > Workforce Administration > Job Information > Reports > COVA Personnel Actions History

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

From Date CSV
Thru Date HTM
Show Components PDF

Company Actions

Screenshot of the COVA Personnel Actions History Report Run Control Page



ADDITIONAL INFORMATION:

Select CSV on the Process Scheduler and the report will be provided as a .csv download for use in Excel.

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Screenshot of the COVA Personnel Actions History Report

CANDINAL Report ID: RHR086		Commonwe	ealth of	Virg	inia				Run Date: 04/27/ Run Time: 05:19	
Personnel Action: Data Change For the period 01/01/1900 through 04/27/2021									Page No. 1 of 1	8
Effective Action Date Reason Employee Name	Employee II	Hire Date			ll/ Job rt Code	Job Title	Sala Grad		Comp Rate	Supervisor
SETID - 70200 Department 20110 EXECUTIVE OFFICES										
11/09/2019 CNV		12/25/2014 4.8	s x	F	19221	19221	SW	/4	2111.875000 S	
1/09/2019 CNV		06/10/2019 0.3		F	19032	19032	SW	/5	3962.791667 S	
1/09/2019 CNV		07/01/2008 11.3	s x	F	00702	00702	AH	/702	5068.708333 S	
1/09/2019 CNV		11/01/1985 34.0		F		19224	SW		4699.250000 S	
1/09/2019 CNV		11/04/2013 6.0		F		19013	SW		1678.375000 S	
1/09/2019 CNV		07/15/2011 8.3		F		19224	SW		4479.833333 S	
0/26/2019 CNV		12/26/1972 46.8		F		2 W19032	WG	,	39.000000 H	
.0/26/2019 CNV		04/16/1984 35.5		F		2 W19012	WG WG		15.000000 H 11.120000 H	
.0/26/2019 CNV .0/26/2019 CNV		05/10/2008 11.4		F		2 W19012 6 W79036	WG WG	,	11.120000 H 49.550000 H	
.0/26/2019 CNV		04/22/1985 34.5		F		4 W39074	WG		31.850000 H	
METID - 70200 Bepartment 20141 HEADQUARTERS, MAINTENANCE										
11/09/2019 CNV		08/18/2008 11.2	s x	F	79033	79033	SW	/3	1568.250000 s	
1/09/2019 CNV		04/01/2010 9.6	s x	F	79035	79035	SW	/5	3333.125000 S	
1/09/2019 CNV		10/01/2004 15.1		F		79071	SW		1242.208333 S	
1/09/2019 CNV		09/25/2014 5.1		F		79031	SW		1200.250000 S	
0/26/2019 CNV		09/29/2014 5.0		F		1 W79031	WG		10.800000 H	
.0/26/2019 CNV		12/20/2013 5.8		F		1 W79071	WG		10.980000 H	
10/26/2019 CNV		01/01/2009 10.8		F		1 W79071	WG	/	11.720000 H	
10/26/2019 CNV 10/26/2019 CNV		08/13/2012 7.2 04/06/2015 4.5		F		1 W79071 1 W79031	WG WG	,	10.900000 H 10.800000 H	
10/26/2019 CNV		04/00/2013 4.5	, a T	E'	m/303	1 4/3031	NO	,	10.000000 H	

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Demotions with Salary Increase Report (RHR491)

REVISED: 09/15/2021

DESCRIPTION:

This audit report shows intra-agency and inter-agency demotions (reductions in grade) with salary increases for classified employees only. The report displays relevant field level change information.

This report is used by Agency and DHRM HR staff to ensure Compensation Pay actions comply with the Compensation Policy for Classified Employees.

NAVIGATION PATH:

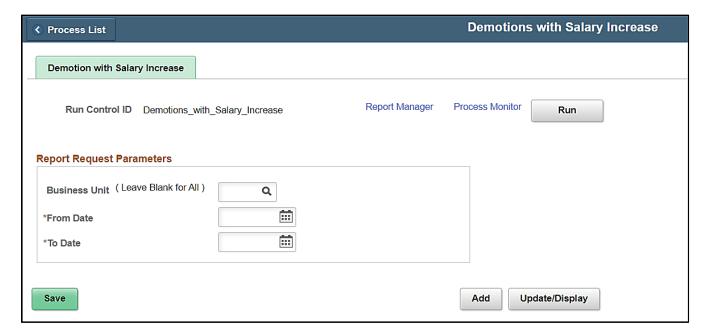
NavBar > Menu > Workforce Administration > Job Information > Reports > Demotions with Salary Increase

INPUT / SEARCH CRITERIA

OUTPUT FORMAT:

Business Unit (Leave Blank for All) From Date To Date **PDF**

Screenshot of the Demotions with Salary Increase Report Run Control Page



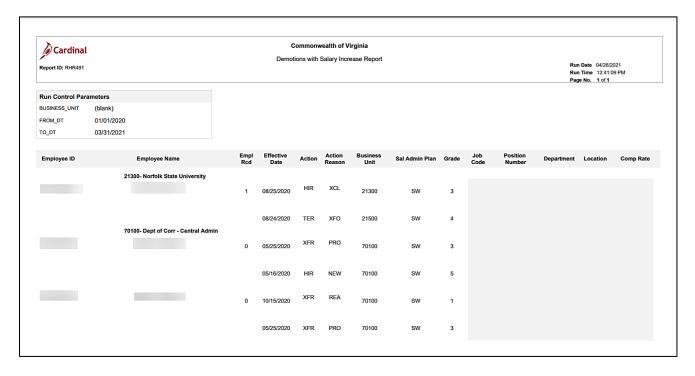
ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

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Screenshot of the Demotions with Salary Increase Report



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Disciplinary Actions Summary Report (RHR248)

REVISED: 09/15/2021

DESCRIPTION:

This report summarizes counts of disciplinary actions by Business Unit and by Department. Report includes percent of employees with disciplinary actions by type and by Department, and also rolls up by agency and statewide for DHRM use.

This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Labor Administration > Reports > Disciplinary Actions Summary

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

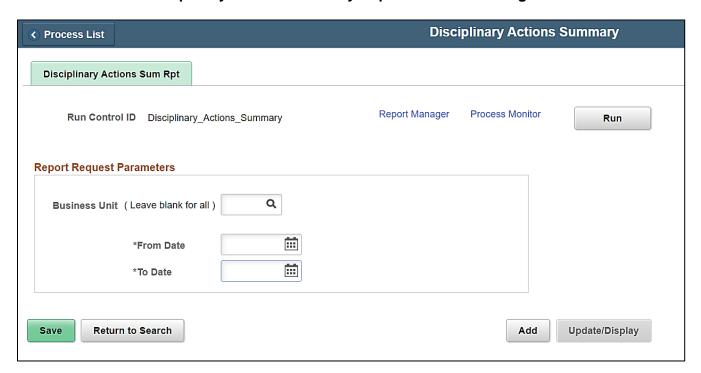
PDF*

Business Unit (Leave blank for all)

From Date

To Date

Screenshot of the Disciplinary Actions Summary Report Run Control Page



ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

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Screenshot of the Disciplinary Actions Summary Report

Cardinal				h of Virginia Summary Report	
Report ID: RHR248	-				04/21/2021 12:31:55 PM 1 of 29
Run Control Parame	eters				
Business Unit					
From Date	01/01/2021				
To Date	03/31/2021				
Business Unit	10000	Sens	ate		
Number of VPA empl	oyees	1	10		
	s with disciplinary action	ns ()	0.00%	
Business Unit	10100	Hous	se of Del	egates	
Number of VPA empl	oyees	8	3		
Number of employees	s with disciplinary action	ns ()	0.00%	
Business Unit	11300	Circu	uit Courts	i	
Number of VPA empl	lovees		13	_	
	s with disciplinary action)	0.00%	
Business Unit	12200	Dept	of Plann	ning and Budget	
Number of VPA empl	oyees	4	14		
Number of employees	s with disciplinary action	ns ()	0.00%	
Business Unit	12300	Depa	artment o	of Military Affairs	
Number of VPA empl	•		445		
Number of employees	s with disciplinary action	ns (כ	0.00%	

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EEO Data Reports (RHR198)

REVISED: 01/15/2025

DESCRIPTION:

This Equal Employment Opportunity (EEO) reports display counts and percentages for federal reporting purposes of the employee population based on selected data prompts. These reports replace the following DHRM legacy system reports: pm7260, pm7250, pme210, pme220.

- 1. The **EEO Data Report** returns a compilation of employee demographic data and percentages by SOC code.
- 2. The **EEO Salary Report** returns employee demographic data and totals by annual compensation ranges.
- 3. The **EEO Role Report** returns employee demographic data and totals by Role/Job Code.

NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Workforce Reports > EEO Data Reports

INPUT / SEARCH CRITERIA:

VPA Only (checkbox)
Report Selection (checkbox)
As of Date
Business Unit
Department
Job Code
SOC Code

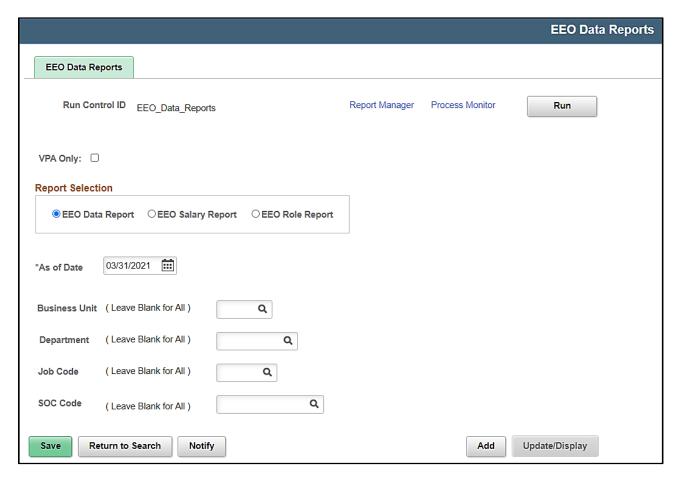
OUTPUT FORMAT:

HTML Excel CSV

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Screenshot of the EEO Data Reports Run Control Page



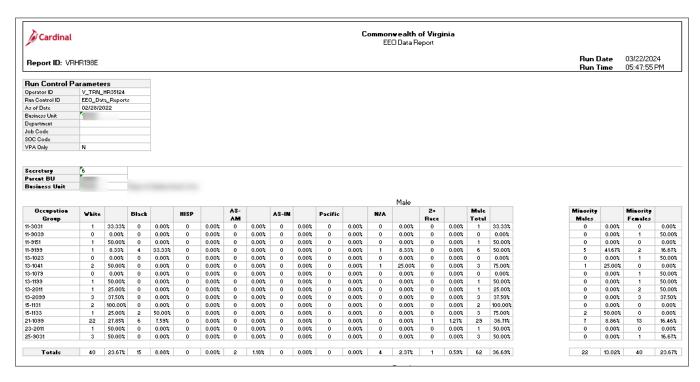
ADDITIONAL INFORMATION:

As of Date field is a required field.

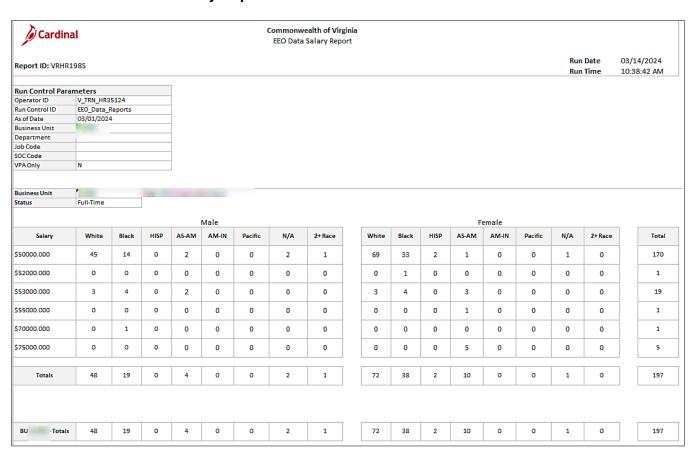
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Screenshot of the EEO Data Report



Screenshot of the EEO Salary Report



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Screenshot of the EEO Role Report

	Cardinal							nmonwe EEO Dat		Virginia leport	a									
	Report ID: VRHF	R198S																Run Date Run Time		
	Run Control Par	rameters																		
Operator ID		00747925600																		
Run Control ID		EEO_Data_Rep	ort																	
From Date		07/01/2024																		
To Date		09/30/2024																		
Business Unit																				
Department																				
Job Code																				
SOC Code																				
VPA Only		N																		
Business Unit		Full-Time	Depart	tment of Ju	venile Just	ice														
						Ma	ale								Fer	nale				
Jobcode	Description	EEOCODE4	White	Black	HISP	AS-	AM-IN	Pacific	M/A	2+ Race		White	Black	HISP	AS-	AM-IN	Pacific	N/A	2+ Race	Total
19012	Admin and Office Spec II	6	0	0	0	0	0	0	0	0		3	3	1	0	0	0	0	0	7
19013	Admin and Office Spec III	6	0	0	0	0	0	0	0	0		2	0	0	0	0	0	0	0	2
19032	Financial Services Spec II	2	0	0	0	0	0	0	0	0		1	0	0	0	0	0	0	0	1
19072	Hearing Legal Serves Offer II	2	1	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	1
19092	Human Resource Analyst II	2	0	0	0	0	0	0	0	0		1	1	1	0	0	0	1	0	4

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Employee Activity Report (RHR223)

REVISED: 10/4/2022

DESCRIPTION:

This report generates a one page change document for either Personal or Job transactions. This report is printable to be filed in the employee personnel file upon completion of Job or Personal Data transactions made. Report validates changes to employee personal and job data (e.g., Job change, Salary Change, Marital Status change, Address change, employee Standard Hours change).

Only HR Administrators who key transactions need access. This report should be generated and used when a reviewer signs off on validation of completed transactions prior to filing in personnel file with supporting documentation. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Activity Report

PDF

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Employee ID

Employee Record Number

Effective Date

Effective Sequence

'Personal' or 'Job Change' (radio button)

Screenshot of the Employee Activity Report Run Control Page

∢ Process List	Employee Activity Report
HR Activity Report	
Run Control ID Employee_Activity_Report	Report Manager Process Monitor Run
HR Activity Report	
*Employee ID:	
*Employee Record:	
*Effective Date:	
*Effective Sequence:	
Personal Change O Job Change	
Save Return to Search Previous in List Next in List	Notify Add Update/Display

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ADDITIONAL INFORMATION:

Employee Record field and Effective Sequence field default to "0", but can be updated. Employee ID, Employee Record, Effective Date and Effective Sequence fields are all required fields. Personal Change or Job Change radio button must be selected.

Screenshot of the Employee Activity Report

Cardinal

Report ID: RHR223

Commonwealth of Virginia

HR Activity Report

Page No: 1 of 1

Employee ID:	
Employee Record:	0
Employee Name:	
Effective Date:	01/01/2021
Effective Sequence:	0

Field Name	Current Value	Previous Value
Continuous State Service	03-JUN-2020	
Leave Service	03-JUN-2020	
Prior Service Months	0	

END OF REPORT

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Employee Data Change Audit Report (RHR002)

REVISED: 09/15/2021

DESCRIPTION:

This report displays relevant Job and payroll Data fields, such as comp rate, empl status, HR Status, direct deposit, and Dept that were changed within a date range to review and ensure there are no HR transactional or pay discrepancies. The report includes the employee's name, ID, details old and new values, and HR Administrator that made change.

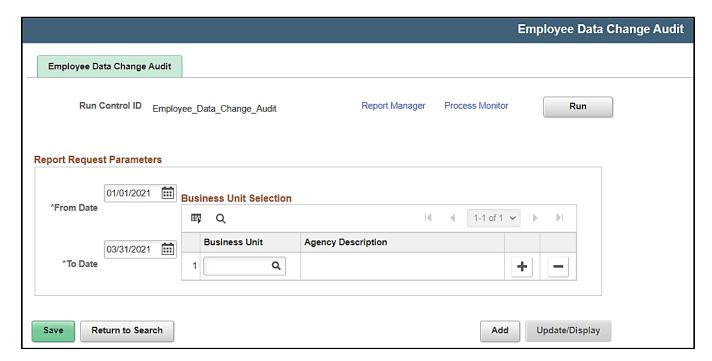
NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Data Change Audit

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

From Date CSV End Date HTM Business Unit PDF

Screenshot of the Employee Data Change Audit Report Run Control Page



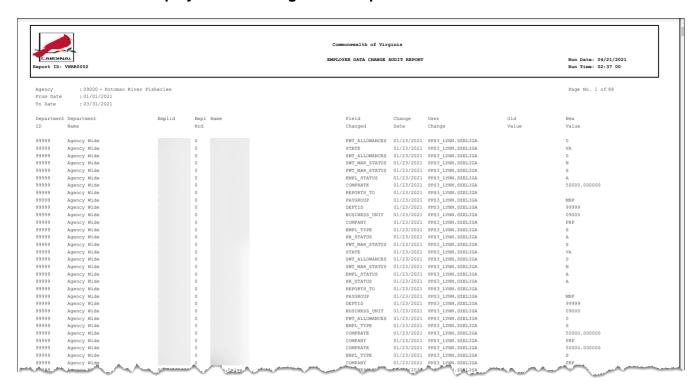
ADDITIONAL INFORMATION:

From Date and **To Date** fields are required fields. If the Business Unit field is left blank, the report displays all business units the user has access to. Select CSV output on the Process Scheduler to extract in a download to be used in Excel.

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Screenshot of the Employee Data Change Audit Report



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Employee Data Upload Error Report (RHR005)

REVISED: 09/15/2021

DESCRIPTION:

This custom error report provides details regarding errors for agencies who are interfacing employee demographic (HR003) information. This report should be reviewed, and errors addressed quickly in order to minimize corrections requests, which require Cardinal Post Production Support (PPS) tickets through the VITA Customer Care Center (VCCC).

NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Data Upload Error Rpt

INPUT / SEARCH CRITERIA:

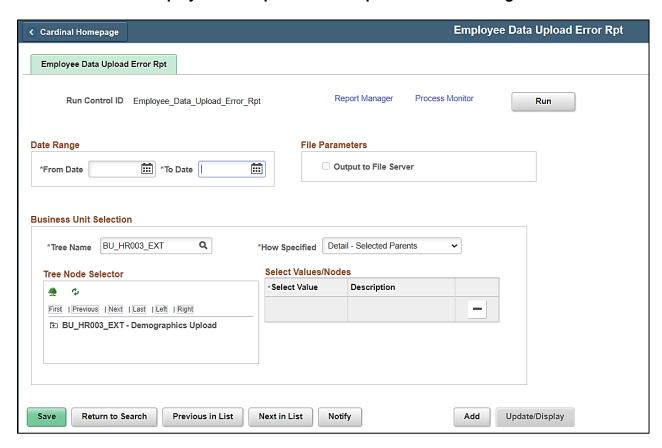
OUTPUT FORMAT:

PDF

From Date
To Date
Output to File Server (checkbox))
Tree Name BU_HR003_EXT

How Specified Detail - Selected Parents

Screenshot of the Employee Data Upload Error Report Run Control Page



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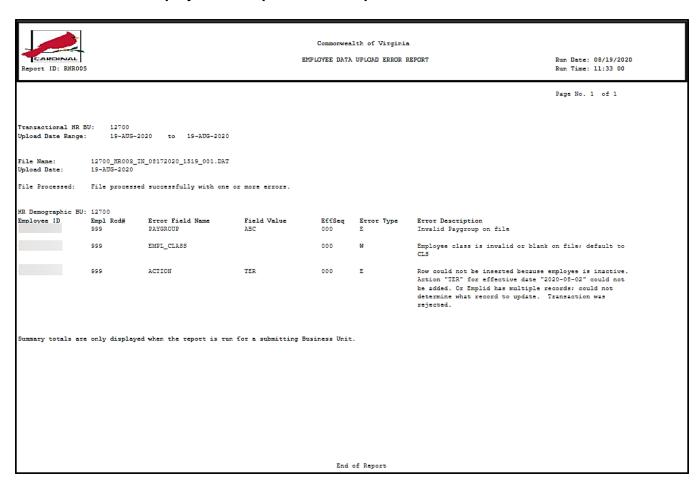
ADDITIONAL INFORMATION:

Output to File Server checkbox to only be used by Batch user.

From Date and To Date fields are required fields.

Tree Name and How Specified fields are also required fields. The Tree Node Selector section populates after the required fields are entered and the Tree icon is selected. Expanding the Tree and selecting the desired business unit (BU) populates the Select Value/Nodes section. Tree nodes are built with all of the agencies and their respective departments. They are applied in different forms to include or exclude data.

Screenshot of the Employee Data Upload Error Report



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Employee Disability and Veteran Status Report (RHR294)

REVISED: 2/4/2025

DESCRIPTION:

This report captures the employee Disability Status, Veteran Status, Employee Type, Handicap Codes, counts by category, and percentage of population in summary format. This report can also be run in detail format to provide individual disability and veteran status employee information.

DHRM and Agency HR Managers/SMEs use this report to examine agency veteran and disability statistics and details. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Job Information > Reports > Disability and Veteran Status

INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)
*As of Date
VPA only (checkbox)
Report Level (Detail or Summary)
Employee Type (Salary/Hourly/Both)
Employee Status (Active/Inactive/Both)

OUTPUT FORMAT:

PDF Excel

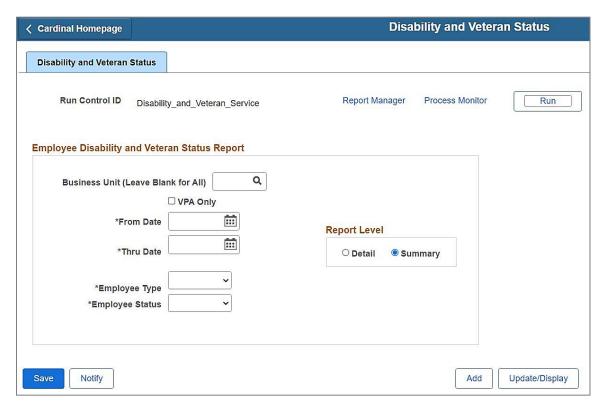
ADDITIONAL INFORMATION:

As of Date field is a required field.

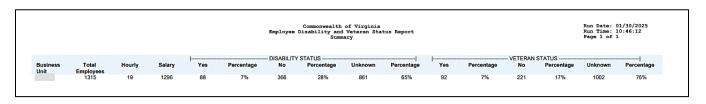
Screenshot of the Employee Disability and Veteran Status Report Run Control Page

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Screenshot of the Employee Disability and Veteran Status Report - Summary View



Screenshot of the Employee Disability and Veteran Status Report - Detail View

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					realth of Vir	_	·			11/30/202				
			Employ	ee Disability	and Vetera	n Status Report		Ru	n Tim	e: 10:53:5	7			
				_				Page 1 of 1						
				Det	ail									
Business Unit: lepartment	Employee ID	Name		Employ	ee Record	Employee Class	Employee Status	Employee Type	Jo	b Code	Gra	de	Disability Status	Veteran Status
				•	0	Classified	Active	s	•	19221	•	4	X-Not Indicated	1-Not indicated
					0	Classified	Active	s	•	29112	•	4	X-Not Indicated	5-Active Reserve
				•	0	Classified	Active	s	•	29112	•	4	X-Not Indicated	1-Not indicated
				•	0	Classified	Active	s	•	29111	•	3	X-Not Indicated	1-Not indicated
				•	0	Classified	Active	s	•	29112	•	4	X-Not Indicated	1-Not indicated
				•	0	Classified	Active	s	•	29113	•	5	X-Not Indicated	1-Not indicated
				•	0	Classified	Active	s	•	29134	•	5	X-Not Indicated	4-Veteran
				•	0	Classified	Active	s	•	19013	•	3	X-Not Indicated	1-Not indicated
				•	0	Classified	Active	s	•	29113		5	X-Not Indicated	1-Not indicated
				•	0	Classified	Active	S	•	29112	•	4	N-Not Disabled	1-Not indicated
				•	0	Classified	Active	S	•	29112	•	4	X-Not Indicated	1-Not indicated
				•	0	Classified	Active	S	•	29112	•	4	X-Not Indicated	1-Not indicated
				•	0	Classified	Active	S	•	29112		4	X-Not Indicated	1-Not indicated
				•	0	Classified	Active	S	•	29112	•	4	X-Not Indicated	1-Not indicated
				•	0	Classified	Active	S	•	29112		4	Y-Disabled	1-Not indicated
				•	0	Classified	Active	S	•	29134		5	X-Not Indicated	1-Not indicated
				•	0	Classified	Active	S		29113		5	X-Not Indicated	4-Veteran

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Employee Position Summary Report (RHR019)

REVISED: 12/06/2024

DESCRIPTION:

This report is used to determine accurate totals for Hourly/Wage FTE and headcount by agency for EPR reporting. This report is only for Hourly/Wage employees (PS_JOB.EMPL_TYPE = 'H'). Agencies should use this report monthly to identify actual Hourly/Wage FTE and headcount totals and overwrite wage numbers generated from job data by the EPR tool.

The report results deliver hours paid within the time-period and the funding information associated with the payment of regular and overtime hours based upon the hourly employees' actual paychecks, not FTE/headcount related to employees' job data. The purpose for this is to capture actuals as wage employees remain active in their agency jobs, but do not work based on standard hours on job data. The work may be seasonal where they pull 40-hours or more during peak season and less than, or even to 0 hours during slower periods.

The FTE Count on the Summary Report is automatically calculated within the report results based upon the amount from "Total Hours" divided by the "Available Hours to Work in Month". The headcount totals generated by this report equate to the number of Hourly/Wage employees that worked within the timeperiod.

The detailed report does not require "Available Hours to Work in Month" because this version of the report will require the user to perform calculations manually. This version provides the pay period end date for the period of time indicated in the "from" and "to" run control.

This report is used by Agency HR and DHRM Analysts and Managers.

NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Position Report

PDF

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Report Type (Summary or Detail) Hours Available to Work in a Month

Company

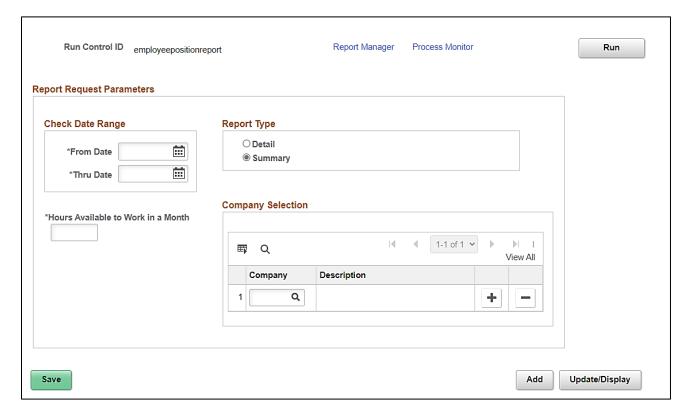
From Date

To Date

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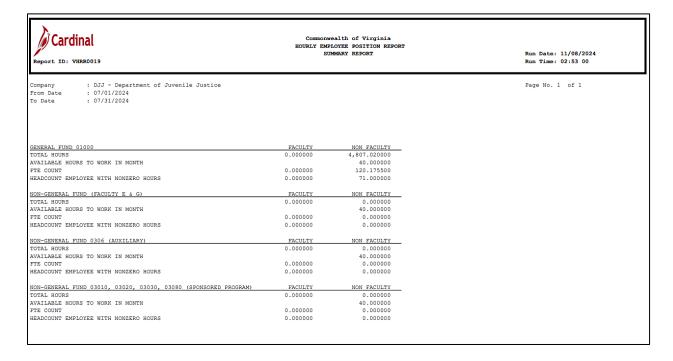
Screenshot of Employee Position Summary Report Run Control Page.



ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Employee Position Summary Report - Summary



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Screenshot of the Employee Position Summary Report - Detail

Cardinal Report ID: VHRR0019		of Virginia POSITION REPORT REPORT			e: 11/08/2024 e: 02:59 00
Company : DJJ - Department of Juvenile Justice From Date : 07/01/2024 To Date : 07/31/2024				Page No.	1 of 16
Emplid Empl Name Rcd	Check Date	Regular Hours	Overtime Hours	Total Fund	i Acount
Total Employee		0.000000	0.000000	0.000000	
Total General Fund 01000 - Faculty		0.000000	0.000000	0.000000	
Company : DJJ - Department of Juvenile Justice From Date : 07/01/2024 To Date : 07/31/2024				Paç	ge No. 2 of 16
Emplid Empl Name	Check Date	Regular Hours	Overtime Hours	Total Hours	Fund Acount
4 4	12-JUL-2024 26-JUL-2024	29.000000 58.000000	0.0000000	29.000000 58.000000	01000 01000
Total Employee		87.000000	0.000000	87.000000	
2	12-JUL-2024	26.900000	0.0000000	26.900000	01000
Total Employee		26.900000	0.00000	26.900000	
0	12-JUL-2024 26-JUL-2024	58.000000 56.000000	0.0000000	58.000000 56.000000	01000 01000
Total Employee		114.000000	0.000000	114.000000	
0 0	12-JUL-2024 26-JUL-2024	53.000000 45.000000	0.0000000	53.000000 45.000000	01000 01000
Total Employee		98.000000	0.000000	98.000000	
0	12-JUL-2024	8.000000	0.0000000	8.000000	01000
Total Employee		8.000000	0.00000	8.000000	
0 0	12-JUL-2024 26-JUL-2024	35.500000 35.900000	0.0000000	35.500000 35.900000	01000 01000
Total Employee		71.400000	0.000000	71.400000	
0	12-JUL-2024 26-JUL-2024	56.000000 42.500000	0.0000000	56.000000 42.500000	01000 01000
Total Employee		98.500000	0.000000	98.500000	

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Employee Turnover Analysis (RHR422)

REVISED: 12/06/2024

DESCRIPTION:

This report displays employee turnover data, at detailed or summary level, by counts and percentages, during a specified date range. Utilize the Department Detail checkbox when running the report at the Summary level to gain insight into employee turnover statistics by department. If department-level summary statistics are unnecessary, simply leave this checkbox unchecked to generate agencywide summary statistics only.

End users are Agency HR and DHRM

NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Workforce Reports > Employee Turnover Analysis

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Excel

Business Unit (Leave Blank for All) Department (Leave Blank for All)

From Date

To Date

Department Detail (checkbox)

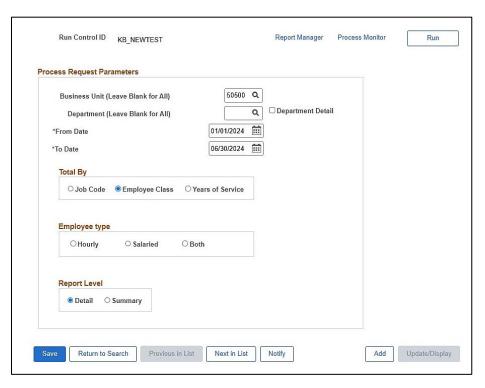
Total By (Job Code, Employee Class, or Years of

Service)

Employee Type (Hourly, Salaried, or Both)

Report Level (Detail or Summary)

Screenshot of the Employee Turnover Analysis Report Run Control Page.



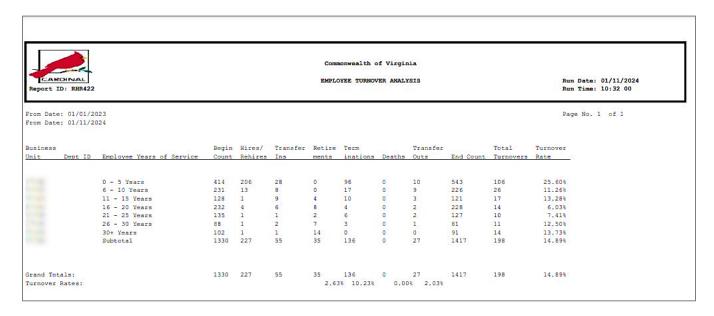
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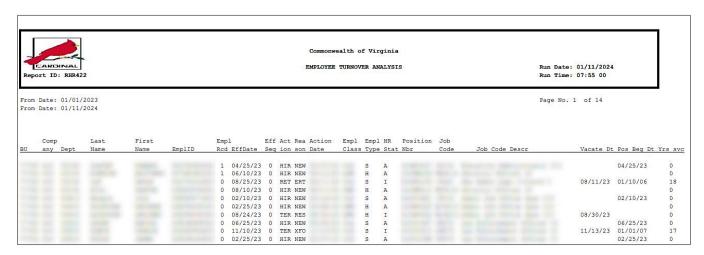
ADDITIONAL INFORMATION:

From Date and To Date fields are required fields. Selection of an option to Total By Job Code, Employee Class or Years of Service is also required.

Screenshot of the Employee Turnover Analysis Summary Report – Summary View



Screenshot of the Employee Turnover Analysis Summary Report – Detail View



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EPR Full Time Equivalent Totals by Agency Report (RHR398)

REVISED: 11/01/2024

DESCRIPTION:

This report is an Employee Position Full Time Equivalent (FTE) Report that displays FTE totals by EPR category. This report displays totals for all business units based on Salary/Wage, Non-Faculty/Faculty, General Funded/Non-General Funded, and Restricted/Non-Restricted. End Users are DHRM and Agency HR. Agencies must certify their positions using the EPR Tool in order for the report to generate as it produces the results from completion the EPR tool.

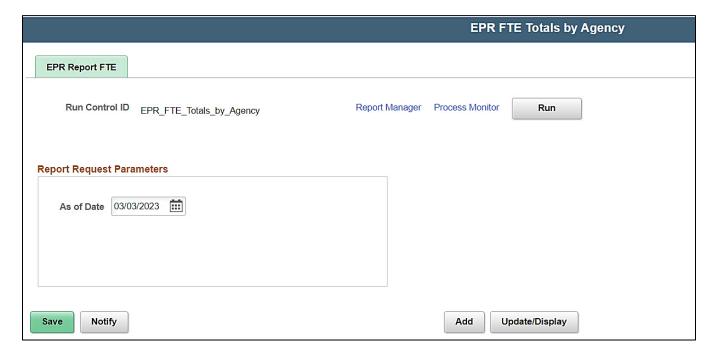
NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Workforce Reports > EPR FTE Totals by Agency

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

As of Date Excel

Screenshot of the EPR Full Time Equivalent Totals by Agency Report Run Control Page



ADDITIONAL INFORMATION:

As of Date field defaults to current day but can be updated.

In order to review results, user must click on **Report Manager** after running the report and refreshing to success.

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Screenshot of the EPR Full Time Equivalent Totals by Agency Report

	Date	Business	Business Unit	Salaried Non-Faculty	Salaried Non-Faculty	Salaried Non-Faculty	Salaried Non-Faculty	Wage Non-Faculty
ĺ		Unit	Name	General Funded	General Funded	Non-General Funded	Non-General Funded	General
ľ				Restricted	Non-Restricted	& Restricted	& Non-Restricted	Funded
	12/14/2020	70100	Dept of Corr - Central Admin	150.00	80.25	1.00	11.00	8
İ		Total		150	80.25	1	11	4

Screenshot of the EPR Full Time Equivalent Totals by Agency Report (scrolled right)

on	-Facult	y ۱	Wage Non-Faculty	Wage Non-Faculty	Salaried Faculty	Salaried Faculty	Salaried Faculty				Total	Total	Totals	MEL
7	•									Faculty				
.3	Funde	d (General	Non-General	General Funded	General Funded	Non-General	Non-General Funded	General	Non-General	Salaried	Wage	Salaried	
- 1							Funded							
	cted	F	Funded	Funded	& Restricted	& Non-Restricted	& Restricted	&	Funded	Funded			& Wage	
,								Non-Restricted						
1		11.00	85.00	6.00	0.00	15.50	0.00	0.00	0.00	0.00	489.20	91.00	580.20	1234.00
19-		11	85	6	0	15.5	0	0	0	0	489.2	91	580.2	1234

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EPR Full Time Equivalent Trend by Agency Report (RHR397)

REVISED: 09/15/2021

DESCRIPTION:

This Employee Position Report (EPR) provides a Full Time Equivalent (FTE) Historical Trend by Agency table over a historical time period. This headcount report displays the total FTE by agency and month excluding wage employees (salary employees only) in tabular format.

Report used by DHRM, and Agency HR SMEs and Managers.

NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Workforce Reports > EPR FTE Trend by Agency

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

From Date Excel

To Date

Screenshot of the EPR FTE Trend by Agency Report Run Control Page



ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

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Screenshot of the EPR Report - Full Time Equivalent Trend by Agency

Commonwe	alth of Virginia													
Full-Time Eq	uivalent (F.T.E.	.)									\$			
Employment	t by Agency an	d Month									<			
Total Excluding Wage Employees														
Date	10000 (Senate)	10100 (House	10300	10700 (Div of	10900 (Div	11000 (Joint	11100	11200 (Jud	11300 (Circuit	11400 (General	11500 (Jui			
		of Delegates)	(Magistrate	Legislative	Legislative	Legis Audit &	(Supreme	Inquiry and	Courts)	District Courts)	Domes			
07/01/2020	0.00	386.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Ò			
08/01/2020	181.05	386.00	386.00	52.80	18.00	30.76	265.00	3.00	188.00	956.90	638			
11/01/2020	190.05	385.00	387.00	53.80	18.00	30.76	265.00	3.00	1213.00	1070.90	638			
12/14/2020	190.05	385.00	387.00	53.80	18.00	30.76	265.00	3.00	1213.00	1070.90	637			
12/15/2020	181.05	385.00	385.00	53.80	18.00	30.76	265.00	3.00	190.00	956.90	6(
12/16/2020	181.05	385.00	385.00	53.80	18.00	30.76	265.00	3.00	190.00	956.90	63			
01/08/2021	184.05	385.00	385.00	53.80	18.00	30.76	265.00	3.00	191.00	956.90	638			
02/01/2021	185.05	0.00	385.00	52.80	18.00	30.76	265.00	3.00	191.00	956.90	632			

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EPR Monthly Employment Data Report (RHR305)

REVISED: 09/15/2021

DESCRIPTION:

This EPR report displays headcount of FTE data for a specific month. Two Excel tables are generated. Table 1 displays Executive Department Salaried Employees FTE employment data listed by Cabinet Secretariat. Table 2 displays FTE employment data based on branch of government (Executive, Legislative, Judicial, and Independent) for Salaried and Temporary (wage) employees. The results are generated from the EPR tool certified data and replaces the Legacy FTE report from DHRM EPR tool.

Report is used by DHRM, Agency HR Managers and Agency HR SMEs.

NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Workforce Reports > EPR Monthly Employment Data

INPUT / SEARCH CRITERIA:

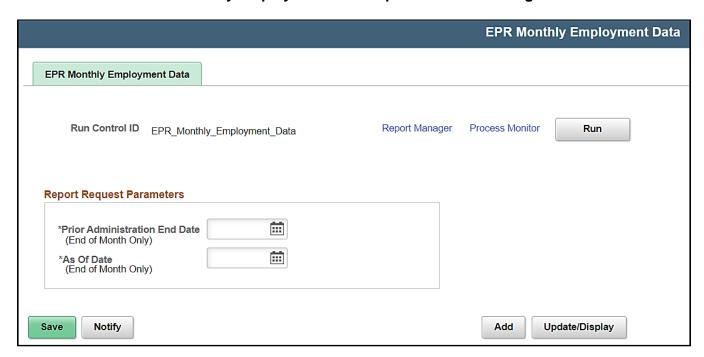
OUTPUT FORMAT:

Prior Administration End Date (End of Month Only)

Excel

As Of Date (End of Month Only)

Screenshot of the EPR Monthly Employment Data Report Run Control Page



ADDITIONAL INFORMATION:

Prior Administration End Date and As of Date fields are required fields.

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Screenshot of the EPR Monthly Employment Data Report Table One

Commonwealth of Virginia Executive Department Salaried Employment (Includes Manpower Control Program Exceptions: Employees in auxilliary enterprises, sponsored programs, and teaching hospitals)												
	(1)	(2)	(3)	(4)	(5)	(6)						
Secretariat	(1) Act	(2) tual F.T.E. Employmen		(4) Difference	(5) Difference	(6) Appropriated Max.						
Secretariat	(1) Act	(2) tual F.T.E. Employmen		\ /								

Screenshot of the EPR Monthly Employment Data Report Table Two

Table Two Commonwealth of Virginia Full-Time Equivalent Employment													
	(1)	(2)	(3)	((4)	(5)	(6)					
Branch	A	ctual F.T.E. Employment	t	Diffe	erence	Diffe	rence	Appropriated Max.					
				Cols (3) & (2)	Cols (3) & (1)						
Salaried Employees													
Total Salaried	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00					
Temporary Employees													
Total Temporary	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	N/A					
	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	N/A					

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Exceptional Transfer Report (RHR349)

REVISED: 09/15/2021

DESCRIPTION:

This report monitors transfers from non-covered positions to covered positions under the Virginia Personnel Act. This is a DHRM only report.

NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Job Information > Reports > Exceptional Transfer Report

INPUT / SEARCH CRITERIA:

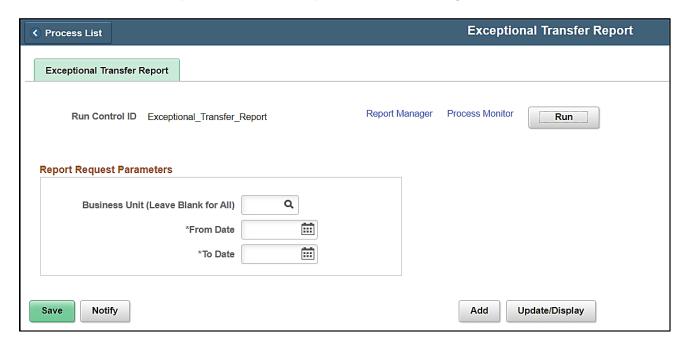
OUTPUT FORMAT:

Business Unit (Leave Blank for all)

PDF

From Date To Date

Screenshot of the Exceptional Transfer Report Run Control Page



ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

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Screenshot of the Exceptional Transfer Report

Report ID:RHR		nal	Commonweal Exceptional Tra		ort				: 09/08/2021 :: 11:44:44 f 1
12300									
Employee ID	Empl Rcd	Name	Efft Date	Action	Action Reason	Employee Class	Business Unit	Position	VPA Indicator
	1 3		2/23/2021 5/10/2019	Hire Terminatn	Reassign TER CNV	Student Student	12300 21500	DMA00037 UMWST65 6	Y N
	2		2/4/2019	Terminatn	TER CNV	Student	21500	UMWST15	N
	0		1/2/2019	Terminatn	TER CNV	Student	21500	UMWSE18 0	N
	1		1/7/2021 10/27/2019	Hire Data Chg	Reassign CNV	Classified Wage	12300 70100	DMA00024 DOCW0116	Y N
19400									
Employee ID	Empl Rcd	Name	Efft Date	Action	Action Reason	Employee Class	Business Unit	Position	VPA Indicator
	0		1/19/2021 1/18/2021	Posn Chg Pay Rt Chg	Intr-Reorg KSA	Agency Hd Agency Hd	19400 19400	DGSHR007 DGSHR004	Y N
71800									
Employee ID	Empl	Name	Efft Date	Action	Action	Employee	Business	Position	VPA

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Incumbent History Report (RHR461I)

REVISED: 09/15/2021

DESCRIPTION:

Incumbent History Report contains compensation components and displays incumbent and compensation data as it relates to a specific position. Used to review position classification and incumbent changes.

NAVIGATION PATH:

NavBar > Menu > Organizational Development > Position Management > Position Reports > Incumbent History

INPUT / SEARCH CRITERIA:

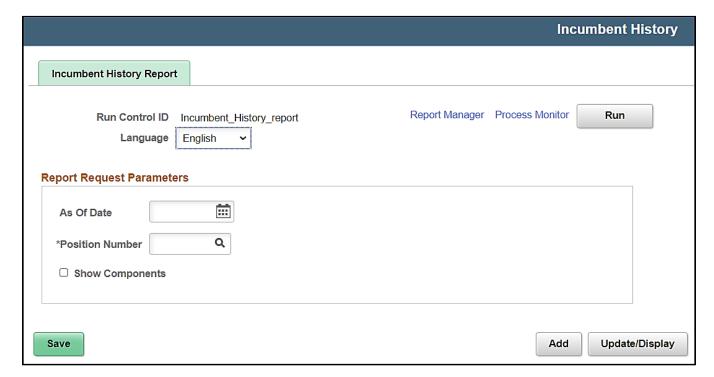
OUTPUT FORMAT:

Excel

As of Date Position Number

Show Components (checkbox)

Screenshot of the Incumbent History Report Run Control Page



ADDITIONAL INFORMATION:

Position Number field is a required field.

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Screenshot of the Incumbent History Report

Commonwealth of Virginia														
INCUMBENT POSITION HISTORY REPORT														
Run Date: 09/17/2021														
Report ID: RHR461I	Run Time: 01:32 00													
Page No. 1	of	1												
Run Control Parameters														
As of Date :	3/31/2021													
Position Number :	DOA00125													
Show Components :	Υ													
POSITION														
Bus Unit	15100													
BU Descr	Department of Accounts													
Company	DOA													
Comp Descr	Department of Accounts													
Deptid	95400													
Dept Descr	General Accounting Operations													
Job Code	19032													
Position Nbr	DOA00125													
Position Title	Accounting Analyst													
Status	A													
Sal Pln	sw													
Sal Grd	5													
Sal Step														
POSITION INCUMBENT														
Entry DT	Exit Date	Incumben	Emplid	Cur Cd	Entry Sala	Comp Fre	Entry Pln/	Cur Cd	Exit Salar	Comp Fre	Exit Pln/G	Exit Reaso	US SOC CI	VPA Elig
1/10/2007				USD	3284.92		SW/5/00				//			
		Compensa	STATE	USD	78838	Α								

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Job Group Diversity Analysis (RHR293)

REVISED: 09/15/2021

DESCRIPTION:

This report provides an analysis of the makeup of your workforce by job groups or job functions within the agency and each department. These totals are further detailed by ethnicity and gender, and furthermore by ethnicity within each gender. Agencies may use this report to analyze disparate impact and to review ethnicity date prior to the EEO4 report deadline.

DHRM, Agency HR Managers and Agency HR SMEs use this report to examine job groupings in relation to company structure. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Workforce Reports > Job Group Diversity Analysis

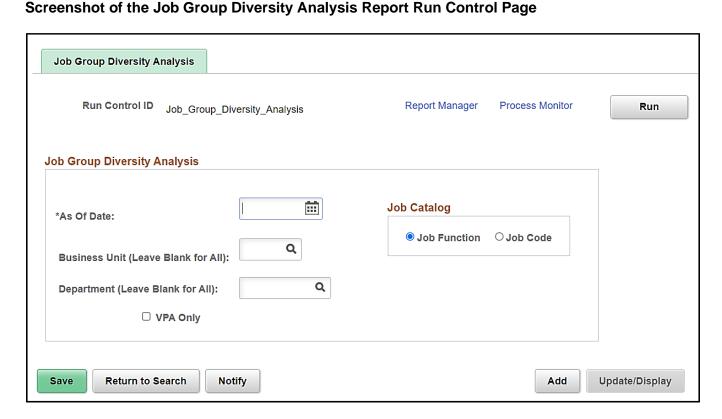
INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Excel

As of Date

Job Category (Job Function or Job Code)
Business Unit (Leave Blank for All)
Department (Leave Blank for All)
VPA only (checkbox)



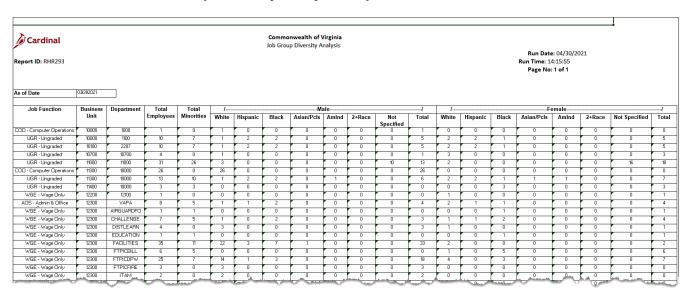
ADDITIONAL INFORMATION:

As of Date field defaults to current day but may be updated.

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Screenshot of the Job Group Diversity Analysis Report



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Job Group Diversity Analysis- New Hires (RHR503)

REVISED: 09/15/2021

DESCRIPTION:

This is a custom report of new hires by Secretariat and the occupational group/job function to examine job groupings in relation to company structure. Report provides totals by ethnicity, by gender, and by ethnicity within gender. This report replaces the legacy DHRM PME210. The results include salaried hires or rehires only. Used to analyze disparate impact with regard to Hiring.

This report is used by Agency and DHRM HR Analysts, SMEs, and Managers. Parameters include VPA and Run by Secretariat.

NAVIGATION PATH:

VPA Only (checkbox)

NavBar > Menu > Workforce Administration > Workforce Reports > Job Group Diversity - New Hire

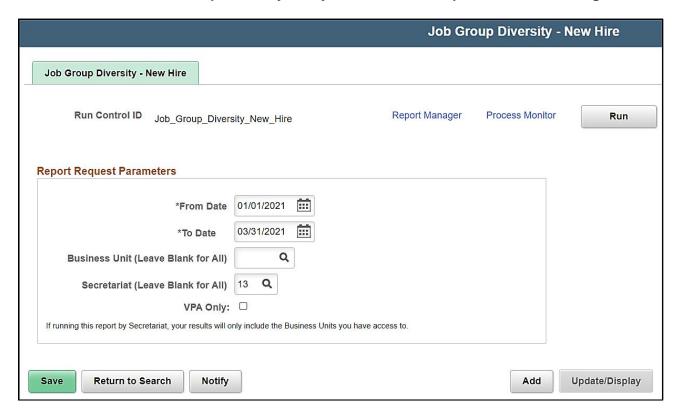
INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

PDF

From Date To Date Business Unit (Leave Blank for All) Secretariat (Leave Blank for All)

Screenshot of the Job Group Diversity Analysis- New Hires Report Run Control Page



ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

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Screenshot of the Job Group Diversity Analysis - New Hires Report

Cardinal Report ID:RHR503 Business Unit: rom Date: 1/1/2021						nwealth of N	-	Hires						te: 04/21/2 ne: 16:42:4 of 1		
o Date: 3/31/2021	Total	Total				MALE							FEMAIL			
Secretariat 3:Education	New Hire	Minorities	White	Hispanic	Black	Ans/Pcls	Amind	2+Race	Total	White	Hispanic	Black	Ans/Pcls	Amind	2+Race	Total
BU:21300																
Prof - Assistant Professor	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Secretariat 6:Public Safety & Homeland Sec BU:71800	ty															
Corr Ent Systems Analyst	1	1	0	0	1	0	0	0	1	0	0	0	0	0	0	0
Secretariat 7:Legislative 8U:10000 COV Default	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Secretariat 13:Finance																
inancial Services Spec I	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0
Secretariat 16:Commerce and Trade 8U:85100																
inancial Services Speclist II	2	1	1	0	0	0	0	0	2	0	0	0	0	0	0	0

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Leave of Absence Report (RHR205)

REVISED: 04/13/2023

DESCRIPTION:

This is a custom report run at the summary or detail level and used to monitor employees on paid and unpaid leave. Report summary displays counts of employees on leave of absence by Action/Action Reason, percentage of population, and average leave duration. Report includes percentages of employees by leave type and by Department that roll up to Detail report list of employees on leave.

Report is used by payroll and HR who are responsible for managing leave data.

NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Job Information > Reports > Leave of Absence Report

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Excel

From Date

To Date

VPA Only (checkbox)

Business Unit

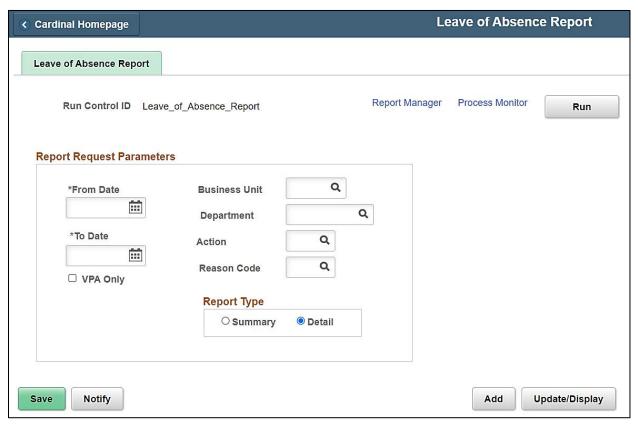
Department

Action

Reason Code

Report Type (Summary or Detail)

Screenshot of Leave of Absence Report Run Control Page



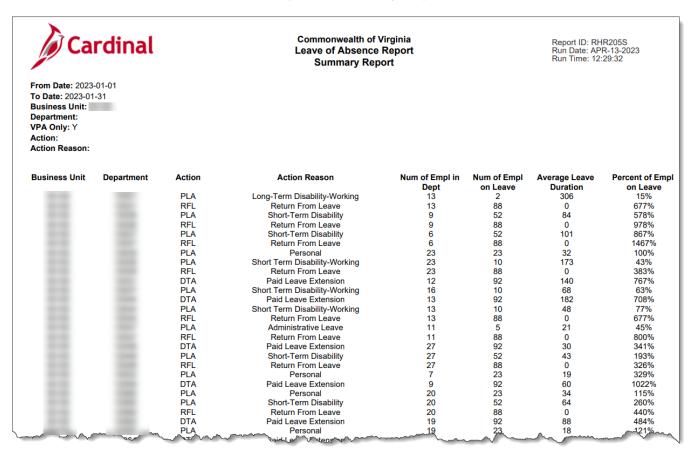
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ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Leave of Absence Report - Summary Report



Screenshot of the Leave of Absence Report - Detail Report

2 3 4 5				Report ID: RHR205 Run Date: APR-13-2023 Run Time: 12:05:21	3						
6 From Date:	2023-01-01										
7 To Date:	2023-01-31										
8 Business Unit:											
9 Department:											
10 VPA Only:	Υ										
11 Action:											
12 Action Reason:											
13	I - I										
14 Business Unit	Department	Employee ID	Empl Rcd	Name		Effective Date	Action	Action Reason	Claim Num	Expected Return Date	Probationary Expiration Date
15			0		S10	2023-01-23	RFL	Return From Leave			
16					S10	2023-01-19	RFL				
,			U		310	2023-01-19	INI E	Return From Leave			
		-	0	Marrie Con-	S10	2023-01-19	RFL	Return From Leave Return From Leave	-		
17 18			0	B7170						2023-03-03	2022-06-10
18 19			0	-	S10	2023-03-14	RFL	Return From Leave		2023-03-03	2022-06-10
18 19 20			0		S10 S10	2023-03-14 2023-01-17	RFL PLA	Return From Leave Short Term Disability-Working		2023-03-03 2023-01-04	2022-06-10
18 19 20 21	, ,		0		S10 S10 S10	2023-03-14 2023-01-17 2023-02-02	RFL PLA RFL	Return From Leave Short Term Disability-Working Return From Leave			2022-06-10
18 19 20 21			0		\$10 \$10 \$10 \$10	2023-03-14 2023-01-17 2023-02-02 2022-11-20	RFL PLA RFL PLA	Return From Leave Short Term Disability-Working Return From Leave Parental Leave		2023-01-04	2022-06-10
18 19 20 21			0		\$10 \$10 \$10 \$10 \$10	2023-03-14 2023-01-17 2023-02-02 2022-11-20 2023-01-11	RFL PLA RFL PLA PLA	Return From Leave Short Term Disability-Working Return From Leave Parental Leave Parental Leave		2023-01-04	2022-06-10

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Performance Ratings Detail & Summary Reports (RHR265)

REVISED: 09/15/2021

DESCRIPTION:

This report displays performance ratings available at summary or detail level. Summary provides counts and percentages of employee ratings. Detailed report provides employee names, ID, EEO codes, rating, effective date, re-evaluation date and status.

This report is used by agencies and DHRM to determine outstanding ratings and re-evaluation statuses, as well as EEO analysis. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

NAVIGATION PATH:

NavBar > Menu > Workforce Development > Performance Management > Reports > Performance Rating Report

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

PDF

Effective Date

Report Type (Detail or Summary)

Business Unit

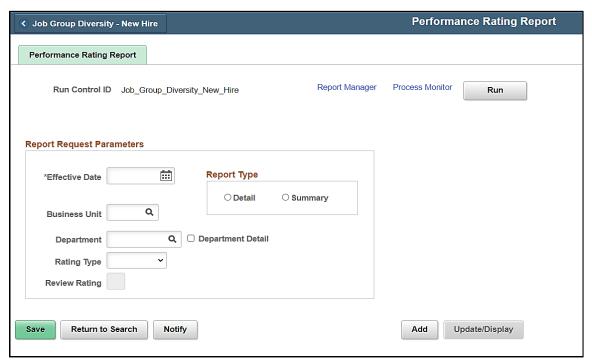
Department

Department Detail

Department Detail (checkbox)

Rating Type

Screenshot of the Performance Ratings Detail & Summary Reports Run Control Page



ADDITIONAL INFORMATION:

Effective Date field is a required field. **Business Unit** and **Departmen**t fields are optional fields; leave Blank for all results.

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Screenshot of the Performance Ratings Detail Report

В	usiness Unit 10000	<u>_</u>	Department 1100	Empl ID	Empl Rcd 0	<u>Name</u>	Position SOVPY01	Eff Dt	Eff Seq	Rating Type	Rating Cycle	Review Rating	Re-Eval Status	Re-Eval <u>Date</u>	Age	<u>Sex</u> M	_ 0	EO ode 6
•	10000	r	1100	•	F 1		SOVPY01 4									М	r	6
-	10000	F	1100		0		SOVPY01									F	•	6
-	10000	•	1100	•	0		SOVPY01 5									М	•	6
	10000	F	1100	•	0		SOVPY01									F	•	6
	10000	r	1100	•	0		SOVPY01									М	•	6
ſ,	00	<u></u>			سرو	26	_		~		سسسر		سرسهم	~~	ميد	_	_	

Screenshot of the Performance Ratings Summary Report

CANDINAL		Commonwealth of Virginia Performance Ratings Details & Summary Report									
Report ID: RHR26	5	Summary Report									
Effective Date	2021-03-31										
Business Unit											
Department											
Rating Type											
Review Rating											
Report Type	S										
Department Detail	N										
Business Unit	Business Unit Total Employees	Department	Department Total Employees	Review Rating	Employee Count	Percent					
10000	11	Business Unit Totals	Employees	Not Rated	11	100%					
10100	10	Business Unit Totals		Not Rated	10	100%					
11300	13	Business Unit Totals		Not Rated	13	100%					
12200	46	Business Unit Totals		Not Rated	46	100%					
12300	504	Business Unit Totals		Not Rated	504	100%					
12700	193	Business Unit Totals		Not Rated	193	100%					
12800	337	Business Unit Totals		Not Rated	337	100%					
12900	126	Business Unit Totals		Not Rated	126	100%					
13200	52	Business Unit Totals		Not Rated	52	100%					
13300	10	Business Unit		Not Rated	10	100%					

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Person Data Changes Report (RHR501)

REVISED: 08/1/2024

DESCRIPTION:

This is a custom report to capture all personal data changes within a range of dates. The report displays the field that was changed, the date the change was made, who made the change, the old value, and the new value.

This report is used by Payroll, Benefit (BN), and HR Administrators to audit and validate personal data changes that impact downstream processes.

NAVIGATION PATH:

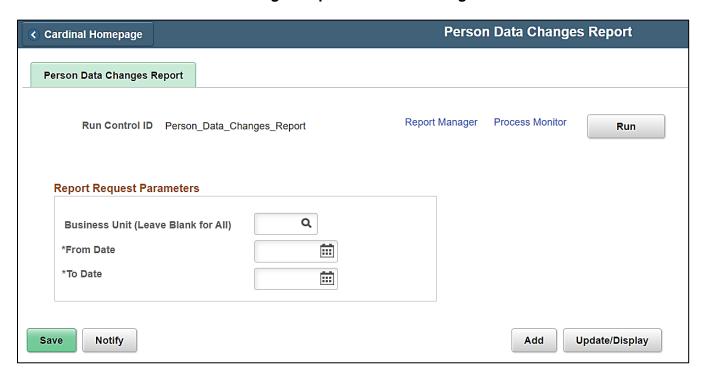
NavBar > Menu > Workforce Administration > Workforce Reports > Person Data Changes Report

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit (Leave Blank for All) PDF From Date XLS

To Date

Screenshot of the Person Data Changes Report Run Control Page



ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

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Screenshot of the Person Data Changes Report

	Cardi	nal			vealth of Virginia Data Changes		Report ID: RHR501 Run Date: APR-27-2021 Run Time: 16:51:30				
Busines	s Unit:	Beg	in Date: 2021-0	1-01 End	Date: 2021-03-31						
Bus Unit	Emplid	Empl Rcd	Name	Field Changed	Change Date	Changed By	Old Value	New Value			
VRSRT		0		DT_OF_DEATH	2021-03-10		2019-08-03	2019-08-28			
VRSRT		0		POSTAL	2021-01-06			23220			
VRSRT		0		NAME_DISPLAY_S RCH	2021-01-06			HREEHR			
VRSRT		0		NAME FORMAL	2021-01-06			HREE3 02HR0122			
VRSRT		0		FT STUDENT	2021-01-06			N			
VRSRT		0		HIGHEST_EDUC_L VL	2021-01-06			Α			
VRSRT		0		SEX	2021-01-06			U			
VRSRT		0		MAR STATUS DT	2021-01-06			2019-11-10			
VRSRT		0		MAR STATUS	2021-01-06			U			
VRSRT		0		NAME DISPLAY	2021-01-06			HREE3 02HR0122			
VRSRT		Ō		EMAIL_ADDR	2021-01-06			HREE3. 02HR0122@perso nal.com			
VRSRT		0		EMAIL_ADDR	2021-01-06			HREE3. 02HR0122@VRA. virginia.gov			
VRSRT		0		LAST_NAME_PRE F_NLD	2021-01-06			1			
VRSRT		0		FĪRST_NAME	2021-01-06			HREE3			
VRSRT		0		LAST_NAME	2021-01-06			02HR0122			
VRSRT		0		FIRST_NAME_SR CH	2021-01-06			HREE			
VRSRT		0		LAST_NAME_SRC H	2021-01-06			HR			
VRSRT		0		NAME	2021-01-06			02HR0122,HREE3			
VRSRT		0		COUNTRY_NM_F ORMAT	2021-01-06			001			
VRSRT		0		EFF STATUS	2021-01-06			Α			
VRSRT		0		NAME_TYPE	2021-01-06			PRI			
VRSRT		ŏ		COUNTRY	2021-01-06			USA			
VRSRT		0		EFF STATUS	2021-01-06			A			
VRSRT		Ö		ADDRESS TYPE	2021-01-06			HOME			
VRSRT		0		COUNTY	2021-01-06			Richmond City			
VRSRT		0		STATE	2021-01-06			VA			

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Position Data Upload Error Report (RHR041)

REVISED: 09/15/2021

DESCRIPTION:

This is a report to be used by interfacing agencies only. This custom report displays errors for agencies who are interfacing position data (HR006). This error report should be reviewed by interfacing agencies regularly to address and correct errors online timely.

NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Job Information > Reports > Position Data Upload Error

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

PDF

From Date

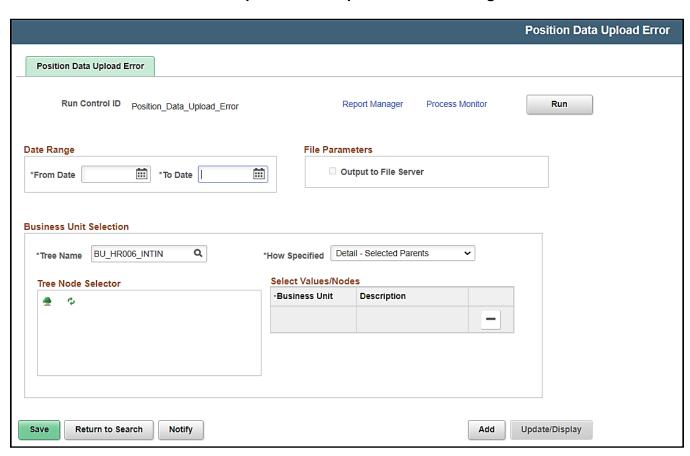
To Date

Output to File Server (checkbox)

Tree Name BU_HR006_INTIN

How Specified Detail Selected Parents

Screenshot of the Position Data Upload Error Report Run Control Page



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ADDITIONAL INFORMATION:

Output to File Server checkbox to only be used by Batch user. **From Date** and **To Date** fields are required fields.

Tree Name and **How Specified** fields are also required fields. The **Tree Node Selector** section populates after the required fields are entered and the **Tree** icon is selected. Expanding the Tree and selecting the desired BU populates the **Select Value/Nodes** section. Tree nodes are built with all of the agencies and their respective departments. They are applied in different forms to include or exclude data.

Screenshot of the Position Data Upload Error Report

CARDINAL Report ID: RHR04:	1		POS	Commonwealth of Virginia ITION DATA UPLOAD ERROR REPORT	Run Date: 08/23/2020 Run Time: 05:10 00			
					Page No. 1 of 6			
Transactional HR I		to 23-AUG-2020						
File Name: Upload Date:	15600_HR006_IN_082 23-AUG-2020	22020_1843_001.DAT						
HR Position BU: Position ()#HR045	15600 Error Field Name COMPANY	Field Value	Error Type	Error Description Invalid Company Code used with Position number in file; Default company code was used				
DSPHR001	ACTION_REASON	INA	E	Position ACTION_REASON = INA & STATUS = A in input file and rejected this transaction.				
DSPHR010	V_LICENSE_CODE2		W	License Code was left blank because field value was invalid/Blank.				
DSPHR010	V_LICENSE_CODE1		W	License Code was left blank because field value was invalid/Blank.				
DSPHR010	WORKERS_COMP_CD		W	Workers Comp Code was set to default '8810' because field value was Invalid/blank.				
DSPHR010	US_SOC_CD		W	SOC Code was set to default Blank because field value was Invalid/blank.				
DSPHR010	STEP	0	М	Step Field value set to default '0' because the field value was Invalid.				
DSPHR010	SUPV_LVL_ID		М	Supervisor Level ID was set to default 'E' because field value was blank or invalid.				
DSPHR010	V_LICENSE_CODE3		W	License Code was left blank because field value was invalid/Blank.				

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Position History Report (RHR461H)

REVISED: 09/15/2021

DESCRIPTION:

This report shows position history details for active and inactive positions. This report displays all relevant position fields and position sibling information requested by the run control parameters. Agencies may use this report to analyze changes made to positions over a period of time for classification study purposes.

This report is used by DHRM and Agency HR.

NAVIGATION PATH:

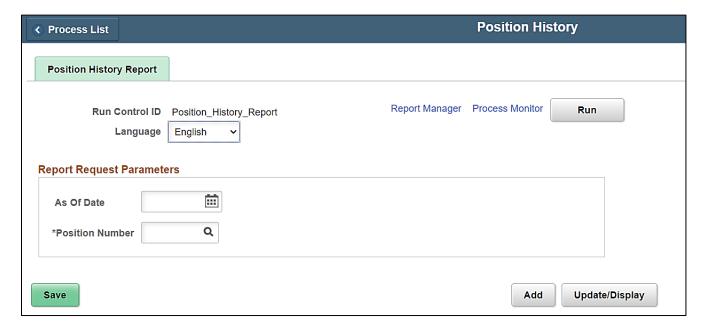
NavBar > Menu > Organizational Development > Position Management > Position Reports > Position History

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

As Of Date CSV

Position Number

Screenshot of the Position History Report Run Control Page



ADDITIONAL INFORMATION:

Position Number field is a required field. Report output only available in CSV format.

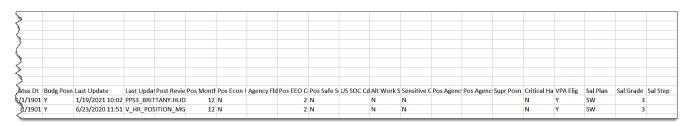
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Screenshot of the Position History Report

Commonw	ealth of Vi	rginia																		
POSITION	Run Date:	01/19/2021																		
Report ID:	Run Time:	10:04 00																		
Page No. 1	of	1																		{
Run Contro	ol Paramete	ers																		
As of Date	1-Jan-21																			
Position N	DOCHR076	6																		
Position N	Eff DT	Action Date	Act RSN	Position Ti	Bus Unit	Dept	Job Code	Reports T	Company	Location	Max Head	Reg/Temp	Full/Part	Std Hrs	Work Peri	Job Shr	Status	Status Dt	Budg Posn	Last Update
DOCHR076	1/1/2021	1/19/2021	UPD	Security O	70100	125	69113	DOCHR00	DOC	CRO	1	R	F	40	Weekly	N	Approved	1/1/1901	Υ	1/19/2021 10
DOCHR076	1/1/1901	1/1/1901	NEW	Security O	70100	125	69113	DOCHR00	:DOC	CRO	1	R	F	40	Weekly	N	Approved	1/1/1901	Υ	6/23/2020 11

Screenshot of the Position History Report (scrolled right)



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Position Summary Report (RHR471)

REVISED: 1/11/2024

DESCRIPTION:

This report displays specific position details and summarize position data including position counts and percentage of population's filled positions by Business Unit and Department and average vacancy rate.

This report is used by Agency HR and DHRM Analysts and Managers.

NAVIGATION PATH:

NavBar > Menu > Organizational Development > Position Management > Position Reports > Position Summary Report

PDF

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

As of Date

Report Type (Detailed or Summary)

Business Unit (Leave Blank for All)

Job Code (Leave Blank for All)

Department (Leave Blank for All)

SOC Code (Leave Blank for All)

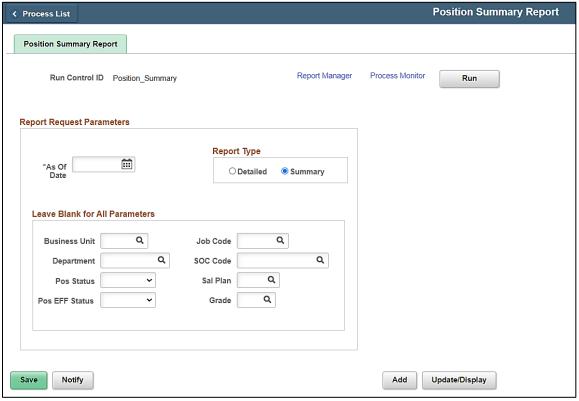
Pos Status (Leave Blank for All)

Sal Plan (Leave Blank for All)

Pos EFF Status (Leave Blank for All)

Grade (Leave Blank for All)

Screenshot of the Position Summary Report Run Control Page



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ADDITIONAL INFORMATION:

As Of Date field is a required field.

Screenshot of Position Summary Report - Summary View

Cardinal		Posi	onwealth of Virginia tion Summary Report Detailed Report		Run Date: 01/05/2024 Run Time: 16:47:35 Page 1 of 1
Report ID:RHR471					
As of Date: 01/05/2024 Business Unit: 14000 Department: Position Status: Position Eff Status: JoCode: Grade:					
BU Description	Department	Num of Active BU Positions	Num of Active Dept Positions	Num of Vacant Positions	Avg BU Vacancy Rate
Dept of Criminal Justice Svcs	10110	215	4	2	1%
Dept of Criminal Justice Svcs	10120	215	3	0	0%
Dept of Criminal Justice Svcs	10210	215	1	0	0%
Dept of Criminal Justice Svcs	10220	215	11	4	2%
Dept of Criminal Justice Svcs	10230	215	10	4	2%
Dept of Criminal Justice Svcs	10250	215	1	0	0%
Dept of Criminal Justice Svcs	10260	215	12	3	1%
Dept of Criminal Justice Svcs	10270	215	2	1	0%
Dept of Criminal Justice Svcs	10310	215	2	1	0%
Dept of Criminal Justice Svcs	10320	215	10	3	1%
Dept of Criminal Justice Svcs	10330	215	23	1	0%
Dept of Criminal Justice Svcs	10340	215	9	1	0%
Dept of Criminal Justice Svcs	10410	215	4	4	2%
Dept of Criminal Justice Svcs	10510	215	1	0	0%
Dept of Criminal Justice Svcs	10530	215	14	5	2%
Dept of Criminal Justice Svcs	10540	215	11	1	0%
Dept of Criminal Justice Svcs	10610	215	3	1	0% 0%
Dept of Criminal Justice Svcs Dept of Criminal Justice Svcs	10620 10630	215 215	7 7	1	0%
Dept of Criminal Justice Svcs Dept of Criminal Justice Svcs	10630	215 215	5	1	0%
Dept of Criminal Justice Svcs Dept of Criminal Justice Svcs	10710	215	8	1	0%
Dept of Criminal Justice Svcs	10710	215	9		0%
Dept of Criminal Justice Svcs Dept of Criminal Justice Svcs	10720	215	6	1	0%
Dept of Criminal Justice Svcs	10730	215	7	2	1%
Dept of Criminal Justice Svcs Dept of Criminal Justice Svcs	10740	215	3	3	1%
Dept of Official addition SVCs	10810	215	3	3	1.70

Screenshot of Position Summary Report - Detail View

Cardinal Report ID:RERATI As of Enter 19/19/2024 Business IDsix: 77700 Pepartamet: Pesition Enterus: A Pesition Enterus: A Pesition Enterus: A Database: Gradus:				Commonwealth of Virginia Position Summary Report Detail Report			Run !	Date: 01/11/20 Time: 10:16:43 1 of 1		
BU Description	Department	Position Number	Position Effdt	Position Description	Position Status	Position Eff Status	Job Code	SOC code	Grade	Position Vacant
Department of Juvenile Justice	50001	DIJEBAGI	6/30/2022	Special Education and Student	1	4	29143	25-2022	1	M.
	50001	DJJEBAGI	2/1/2022	art Teacher		A	29112	25-2000	4	10
Department of Josephia Justice										
Department of Juvenile Justice	50002				2	A	20174	25-3031-		
Department of Juvenile Justice	50001	DJJEBA02	9/5/2023	Principal	Ã	A	29134	25-3031	12	26
Department of Juvenile Justice Department of Juvenile Justice	50001 50001	DJJEBAG2 DJJEBAGG	9/5/2023 1/10/2023	Principal School Paychologist	Ä A	A A	49212	19-3031	5	N N N N N N N N N N N N N N N N N N N
Department of Juvenile Justice Department of Juvenile Justice Department of Juvenile Justice	50001 50001	DJJEBAG2 DJJEBAGG DJJEBAGG	9/5/2023 1/10/2023 1/1/1901	Principal School Paychologist History Teacher	A A	A	49212 29112	19-3031 23-2000	5	16 51 52
Department of Juvenile Justice Department of Juvenile Justice Department of Juvenile Justice Department of Juvenile Justice	50001 50001 50001 50001	DJJEBAG2 DJJEBAGG DJJEBAGG DJJEBAGG	9/5/2023 1/10/2023 1/1/1901 1/1/1901	Principal School Paychologist History Teacher Special Education Teacher	A A A	A A A	49212 29112 29112	19-3031 25-2000 25-2000	5 4 4	30 30 30
Department of Juvenile Justice Department of Juvenile Justice Department of Juvenile Justice Department of Juvenile Justice Department of Juvenile Justice	50001 50001 50001 50001	DJJEBAD2 DJJEBAD0 DJJEBAJ0 DJJEBAJ0 DJJEBAJ4	9/5/2023 1/10/2023 1/1/1901 1/1/1901 8/9/2022	Principal School Paychologist History Teacher Special Education Teacher Culinary Arts Teacher	A A A	A A A	49212 29112 29112 29112	19-3031 25-2000 25-2000 25-2000	5 4 4 4	10 10 10 10 10 10
Department of Juvenile Justice	50001 50001 50001 50001 50001 50001	DJJEBAG2 DJJEBAGG DJJEBAJG DJJEBAJG DJJEBAJG DJJEBAJG	9/5/2023 1/10/2023 1/1/1901 1/1/1901 8/9/2022 1/1/1901	Principal School Psychologist History Teacher Sperial Education Teacher Cullmary Arts Teacher Welding Instructor	A A A A A A A A A A A A A A A A A A A	A A A A	49212 20112 20112 20112 20112 20112	19-3031 25-2000 25-2000 25-2000 25-2000	5 4 4 4 4 4	10 10 20 20 20 20 20 20 20 20 20 20 20 20 20
Department of Juvenile Justice Department of Juvenile Justice	50001 50001 50002 50001 50001 50001 50001	DJJEBAG2 DJJEBAGG DJJEBAGG DJJEBAGG DJJEBAGG DJJEBAGG DJJEBAGG	9/5/2023 1/10/2023 1/1/1901 1/1/1901 8/9/2022 1/1/1901 2/25/2023	Principal School Psychologist History Teacher Special Education Teacher Culinary Arts Teacher Weiding Instructor Special Education Teacher	A A A A	A A A A A A A A A A A A A A A A A A A	49212 29112 29112 29112 29112 29112 29112	19-3031 25-2000 25-2000 25-2000 25-2000 25-2000	5 4 4 4 4 4 4	10 10 10 10 10 10 10
Department of Juvenile Justice	50001 50001 50001 50001 50001 50001 50001	DJJEBAG2 DJJEBAGG DJJEBAGG DJJEBAGG DJJEBAGG DJJEBAGG DJJEBAGG DJJEBAGG DJJEBAGG	9/5/2023 1/10/2023 1/1/1901 1/1/1901 8/9/2022 1/1/1901 2/25/2023 3/3/2023	Frincipal School Psychologist History Teacher Special Education Teacher Cullinary Arts Teacher Relding Instructor Special Education Teacher Nath Teacher Nath Teacher	A A A A A	A A A A A A A	49212 29112 29112 29112 29112 29112 29112 29112	19-3031 25-2000 25-2000 25-2000 25-2000 25-2000 25-2000	5 4 4 4 4 4 4 4	11 11 11 11 11 11 11 11 11 11 11 11 11
Department of Juvenile Justice Experiment of Juvenile Justice Experiment of Juvenile Justice Experiment of Juvenile Justice Department of Juvenile Justice Department of Juvenile Justice Supprisent of Juvenile Justice Department of Department of Depart	50001 50001 50001 50001 50001 50001 50001 50001	DJJEBA02 DJJEBA00 DJJEBA00 DJJEBA34 DJJEBA34 DJJEBA01 DJJEBA01 DJJEBA32 DJJEBA33	9/5/2023 1/10/2023 1/1/1901 1/1/1901 8/9/2022 1/1/1901 2/25/2023 1/3/2023 1/10/2023	Principal School Psychologist History Teacher Special Kadamian Teacher Culinary Acts Teacher Welding Instructor Helding Instructor Machi Teacher Hach Teacher Lint Tech. New. Specialist	A A A A A A A A A A A A A A A A A A A	A A A A A A A	49212 29112 29112 29112 29112 29112 29112 29113	19-3031 25-2000 25-2000 25-2000 25-2000 25-2000 25-2000 25-2000	5 4 4 4 4 5 5	10 10 20 20 10 10 10 10
Department of Juvenile Juntice Department of Juvenile Juntice Department of Juvenile Juntice Department of Juvenile Juntice Department of Juvenile Juutice Department of Juvenile Juutice Department of Juvenile Juntice Department of Juvenile Juntice Department of Juvenile Juntice	50001 50001 50001 50001 50001 50001 50001 50001 50001	DJIHBAO2 DJIHBAO3 DJIHBAO3 DJIHBAO3 DJIHBAO3 DJIHBAO3 DJIHBAO3 DJIHBAO3 DJIHBAO3 DJIHBAO3	9/5/2023 1/10/2023 1/10/1901 1/1/1901 8/9/2022 1/1/1901 2/25/2023 1/3/2023 1/10/2023 7/13/2022	Frincipal school Psychologist distory Teacher distory Teacher distory Teacher distory Teacher distory	A A A A A A A A A A A A A A A A A A A	A A A A A A A A A A A A A A A A A A A	49212 29112 29112 29112 29112 29112 29112 29113 29113	19-3031 25-2000 25-2000 25-2000 25-2000 25-2000 25-2000 25-2000 25-2000 25-2000	5 5 4 4 4 4 4 5 4 4 5 5 4 5	10 10 10 10 10 10 10 10 10 10 10 10 10 1
Department of Juvenile Justice Experiment of Juvenile Justice Experiment of Juvenile Justice Experiment of Juvenile Justice Department of Juvenile Justice Department of Juvenile Justice Supprisent of Juvenile Justice Department of Department of Depart	50001 50001 50001 50001 50001 50001 50001 50001	DJJEBA02 DJJEBA00 DJJEBA00 DJJEBA34 DJJEBA34 DJJEBA01 DJJEBA01 DJJEBA32 DJJEBA33	9/5/2023 1/10/2023 1/1/1901 1/1/1901 8/9/2022 1/1/1901 2/25/2023 1/3/2023 1/10/2023	Principal School Psychologist History Teacher Special Kadamian Teacher Culinary Acts Teacher Welding Instructor Helding Instructor Machi Teacher Hach Teacher Lint Tech. New. Specialist	A A A A A A A A A	4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	49212 29112 29112 29112 29112 29112 29112 29113	19-3031 25-2000 25-2000 25-2000 25-2000 25-2000 25-2000 25-2000	5 5 4 4 4 4 4 5 4 4 5 4 4 5	10 10 10 10 10 10 10 10 10 10 10 10 10 1

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Reward and Recognition Compliance Report (RHR490)

REVISED: 09/15/2021

DESCRIPTION:

This report audits the Rewards and Recognition page entries by applying edits (e.g., lifetime max, fiscal year limits, occurrence limit, and referral bonus limit) for classified employees only. This report displays transactions logged on the Rewards and Recognition page that are outside of policy defined compliance criteria with supporting field level detail (e.g., effective date, agency, employee, reason code, amount, and written agreement expiration).

This report is used by Agency and DHRM HR staff to ensure Bonus and Leave Actions comply with DHRM Policy for all classified employees.

NAVIGATION PATH:

NavBar > Menu > Workforce Development > Rwd and Recogn Compliance Rpt

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Excel

Business Unit (Leave Blank for All) Reward Type (Leave or Monetary)

Fiscal/Leave Year

Screenshot of the Reward and Recognition Compliance Report Run Control Page

	Rwd and Recogn Compliance Rpt
R and R Compliance Report	
Run Control ID R_and_R_Compliance_Report	Report Manager Process Monitor Run
Report Request Parameters	
Reward and Recognition Compliance Report Business Unit (Leave Blank for All)	
Reward Type: Leave Monetary	
*Fiscal/Leave Year	
Save Notify	Add Update/Display

ADDITIONAL INFORMATION:

Fiscal/Leave year field is a required field.

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Screenshot of the Reward and Recognition Compliance Report (Monetary Reward)

Acon	احمناه		C-111		of Minerical				Page No:	7
Car	dinal		Reward and Re	monwealth cognition			port		Run Date:	04/29/2021
Report ID: RHR49	0								Run Time:	03:03:40 PM
Business Unit	%									
Start Date	07/01/2019									
End Date	06/30/2020									
Reward Type	Monetary: Ani	nual								
Business Unit	Empl ID	Empl Rcd	Employee	Effective Date	Reward Type	Reward Hours	Reward Amount	Written Agreement Expiration		Comments
21500		6		12/16/2019	ERB	0.00	7000.00			
21500		70		12/23/2019	RNB	0.00	17000.00			
21500		5		12/26/2019	RNB	0.00	33000.00			
Reward Type	Monetary: On	e Time Limit								
Business Unit	Empl ID	Empl Rcd	Employee	Effective Date	Reward Type	Reward Hours	Reward Amount	Written Agreement Expiration		Comments
70500	7	0		08/10/2019	RLP	0.00	5000.00		007741807705	
72800	i	0		07/10/2019	RNB	0.00	25000.00			

Screenshot of the Reward and Recognition Compliance Report (Leave Reward)

Cai	rdinal	i		Co	mmonwealth	of Virginia	1			Page No:	1
			F	Reward and R	Run Date:	05/05/2021					
Report ID: RHR49	90									Run Time:	02:24:20 PM
Business Unit	%										
Leave Year	2019										
Louve rour	2010										
Reward Type	Leave: Absen	ce Managem	ent								
Business Unit	Empl ID	Empl Rcd		Employee	Effective Date	Reward Type	Reward Hours	Reward Amount	Written Agreement Expiration		Comments
0200		Ó			11/09/2019	ALI	336.00	0.00			
0200		0			11/09/2019	ALI	268.80	0.00			
0200	1	0			11/09/2019	ALI	283.50	0.00			
0200		Ō			11/09/2019	ALI	249.00	0.00			
0200		Ō			11/09/2019	ALI	336.00	0.00			
0200		0			11/09/2019	ALI	344.00	0.00			
0200		Ō			11/09/2019	ALI	260.00	0.00			
0200		Ō			11/09/2019	ALI	259.00	0.00			
0200		Ō			11/09/2019	ALI	336.00	0.00			
0200		0			11/09/2019	ALI	250.70	0.00			
0200		0			11/09/2019	ALI	250.50	0.00			
7700	,	6			11/09/2019	ERL	42.50	0.00			

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Reward and Recognition Leave Report (RHR280)

REVISED: 09/15/2021

DESCRIPTION:

This report displays leave award options of summary or detail from Reward and Recognition pages as well as from Cardinal Absence Management. Summary also displays leave award totals, percentage of population, and average amounts granted.

Report is used by DHRM, Agency HR Analysts, Agency HR Managers and by Payroll to validate and audit exceptional and recognition leave and bonus award payments, and audit SPOT payments.

NAVIGATION PATH:

NavBar > Menu > Workforce Development > Rwd and Recogn Leave Rpt

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Excel

From Date

To Date

Business Unit (Leave Blank for All)

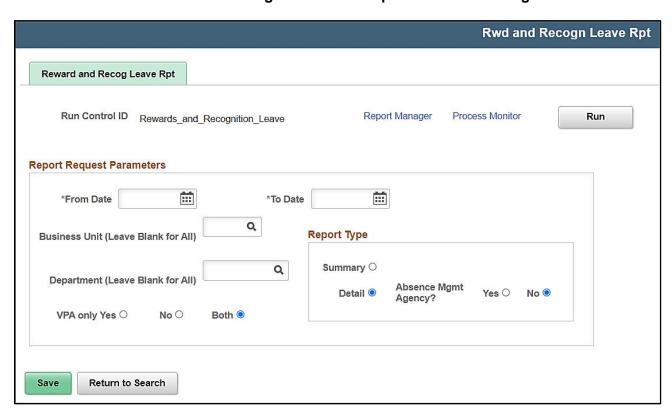
Department (Leave Blank for All)

Report Type (Summary or Detail)

Absence Mgmt Agency? (Yes or No)

VPA Only (Yes or No or Both)

Screenshot of the Reward and Recognition Leave Report Run Control Page



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ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Rewards and Recognition Leave Report (Detail Report)

Cardin	al										
					Commonwealth	n of Virginia				Run Date:	01/22/2024
Report ID: R	ort ID: RHR280 Reward and Recognition Leave Report										
	Absence Management Detail Report										1 of 1
From Date: To Date:	01/01/2023										
Business Unit:	01/22/2024										
Department:	В										
	В										
Department:	Department Emp		Last Name	First Name	Position Nbr	Jobcode	Critical/Hard to Hire	Pay Begin D	t Abs Type	Adjusted	Comments
Department: VPA Only:	Department Emp	ID Empl Rcd	Last Name Card	First Name Credit	Position Nbr	Financial Services	Critical/Hard to Hire	Pay Begin D 05/25/2023	t Abs Type	Adjusted 40	Comments Retention/Recruitment
Department: VPA Only:	Department Emp						N				

Screenshot of the Rewards and Recognition Leave Report (Summary Report)

Cardinal		Comr	monwealth of Virginia		
Downer ID: DUD	200	Reward ar	nd Recognition Leave Report	Run Date: Run Time:	04/23/2021 12:47:47 PM
Report ID: RHR	280		Page No:	1 of 1	
From Date:	01/01/2021				
To Date:	03/31/2021				
Business Unit:					
Department:					
VPA Only:	В				
	Business Unit: 21500 Department: 303200 Reward Type	Number of Leave Awards	PCT of Population	Avg Amount of Leave Awards Granted	٦
	ERB	1	7%	35.00	
	Department Total: 303200	1	7%	35.00	
					_
	Business Unit Total: 21500	1	0%	35.00	
	StateWide Total:	1	0%	35.00]
			END OF REPORT		-

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Salary Above and Below Pay Grade Report (RHR177)

REVISED: 09/15/2021

DESCRIPTION:

This is a custom report listing employees with a salary above or below the pay grade maximum or minimum.

This report is used by Agency Compensation Managers, HR Managers and DHRM to audit VPA employee Salary Grades.

NAVIGATION PATH:

NavBar > Menu > Compensation > Base Compensation > Salary Plan Reports > Salary Pay Grade Report

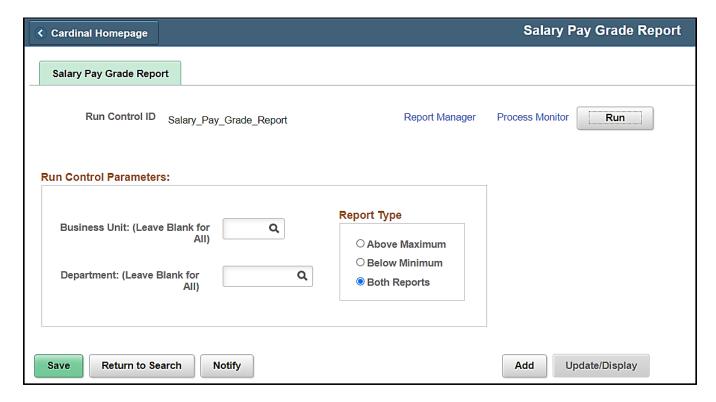
INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)
Department ID (Leave Blank for All)
Report Type (checkbox)

OUTPUT FORMAT:

CSV PDF

Screenshot of the Salary Above and Below Pay Grade Report Run Control Page.



ADDITIONAL INFORMATION:

If the **Business Unit** and/or **Department ID** fields are left blank, the report displays all business units and departments the user has access to. Run Control includes radio buttons to select Report Type (Above Maximum, Below Minimum, and Both Reports).

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Screenshot of the Salary Above and Below Pay Grade Report.

EARDINAL Report ID: VHRR0177				of Virginia	REPORT		Date: 04/21/2021 Time: 03:24 00
Business Unit: Department ID: Report Type: Both Reports Business Unit: 12300 - Department of Military Affairs Empl Emplid Rcd Name	Jobcode	Deptid	Position Number	Salary Plan/Grade	Maximum Salary	Page Annual Rate	No. 1 of 91 Above Amount
Report Section: Above Maximum Emplid Rcd Name Report Section: Below Minimum	<u>Jobcode</u>	<u>Deptid</u>	Position Number	Salary Plan/Grade	Minimum Salary	Annual Rate	Amount Below
Salary Plan: SW - Statewide 00923567500 0 T08BN1915,Employee2agy2	19216	CHALLENGE	DMA00149	SW/6	\$ 60,209.00	\$ 54,000.00	\$ 6,209.00

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Salary Grade/Step Components Table (PER706B)

REVISED: 09/15/2021

DESCRIPTION:

This report displays Salary Plan/Grade/Step by SETID based on components applicable configuration tables at the time the report is run.

NAVIGATION PATH:

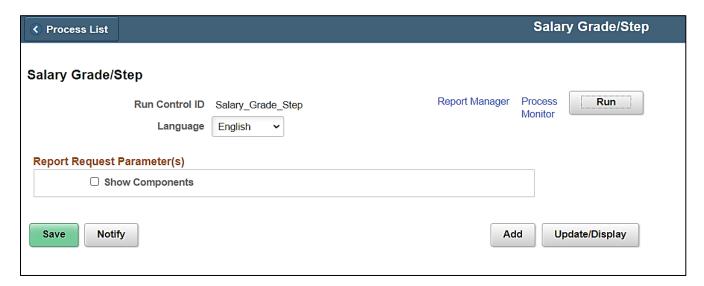
NavBar > Menu > Compensation > Base Compensation > Salary Plan Reports > Salary Grade/Step

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Show Components (checkbox)

CSV HTM PDF

Screenshot of the Salary Grade/Step Components Table Run Control Page



ADDITIONAL INFORMATION:

This report may be run with or without the **Show Components** checkbox checked. .

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Screenshot of the Salary Grade/Step Components Table

Report ID: PER706B For the period 01/01/1	1900 through	04/14/2021		S		leSoft Step/Components Table			Page No. 1 Run Date 04/ Run Time 14:		
Salary SETID Plan/Grade/Step	Descr	Effective Date	Components	Cur Freq	Hourly Rate	Daily Rate	Monthly Rate	Annual Rate	Rate Code Group	Percent	Points
19400 SW/3/ 1	SW Grade 3	01/01/1901									
19400 SW/4/ 1	SW Grade 4	01/01/1901									
19400 SW/5/ 1	SW Grade 5	01/01/1901									
20300 NV/4/ 1	NV Ext 4	01/01/1901									
20300 SW/1/ 1	SW Grade 1	01/01/1901									
20300 SW/3/ 1	SW Grade 3	01/01/1901									
20300 SW/3/ 2	SW Grade 3	01/01/1901									
20300 SW/3/ 3	SW Grade 3	01/01/1901									
20300 SW/4/ 1	SW Grade 4	01/01/1901									
20300 SW/4/ 2	SW Grade 4	01/01/1901									
20300 SW/4/ 3	SW Grade 4	01/01/1901									
20300 SW/4/ 4	SW Grade 4	01/01/1901									
20800 SW/3/ 1	SW Grade 3	01/01/1901									
21400 SW/3/ 1	SW Grade 3	01/01/1901									
au 1 2		.0					particular property and the second	سريسس		-	لبحر

Screenshot of the Salary Grade/Step Components Table (Show Components)

Report ID: PER706B						s	PeopleSo: alary Plan/Grade/Step,					Run D	No. 1 Nate 04/2		
For the period 01/01/1	1900 through	04/28/2021										Run T	ime 14:0	6:24	
Salary SETID Plan/Grade/Step	Descr	Effective Date	Compone	nts	Cur I	Freq	Hourly Rate	Daily Rate	Mont	hly Rate	Annual Rate		Rate Code	Percent	Points
													Group		
19400 SW/3/ 1	SW Grade 3	01/01/1901	STATE	0	USD	A	0.000000	0.	000	0.000		0.000		0.000	0
19400 SW/4/ 1	SW Grade 4	01/01/1901	STATE	0	USD	A	0.000000	0.	000	0.000		0.000		0.000	0
19400 SW/5/ 1	SW Grade 5	01/01/1901	STATE	0	USD	A	0.000000	0.	000	0.000		0.000		0.000	0
20300 NV/4/ 1	NV Ext 4	01/01/1901	STATE	0	USD	A	0.000000	0.	000	0.000		0.000		0.000	0
20300 SW/1/ 1	SW Grade 1	01/01/1901	STATE	0	USD	A	0.000000	0.	000	0.000		0.000		0.000	0
20300 SW/3/ 1	SW Grade 3	01/01/1901	STATE	0	USD	A	0.000000	0.	000	0.000		0.000		0.000	0
20300 SW/3/ 2	SW Grade 3	01/01/1901	STATE	0	USD	A	0.000000	0.	000	0.000		0.000		0.000	0
20300 SW/3/ 3	SW Grade 3	01/01/1901	STATE	0	USD	A	0.000000	0.	000	0.000		0.000		0.000	0
20200 Smin 1	Grade 4	-21/01//201		10	USD	<u> </u>	-000000		000	0.000		a .=00°	\.		

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Salary Grade Table Report (PER706A)

REVISED: 09/15/2021

DESCRIPTION:

This report displays Salary Plan and Grade table data.

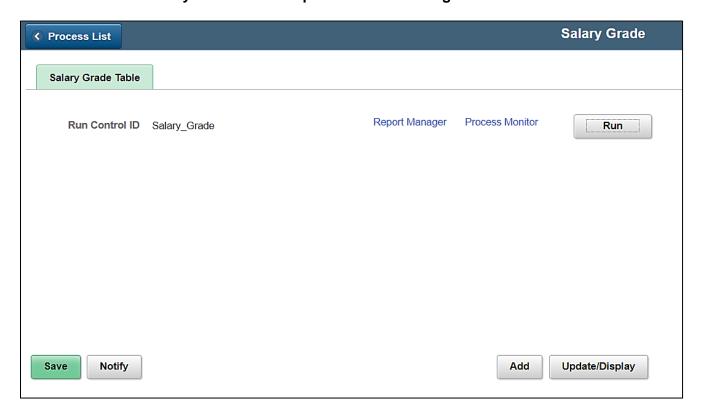
NAVIGATION PATH:

NavBar > Menu > Compensation > Base Compensation > Salary Plan Reports > Salary Grade

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

(No input required) PDF

Screenshot of the Salary Grade Table Report Run Control Page



ADDITIONAL INFORMATION:

In order to review results, user must click on **Report Manager** after running the report and refreshing to success.

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Screenshot of the Salary Grade Table Report

Report ID: Pi	D: PER706A		PeopleSoft SALARY PLAN / GRADE TABLE			No: 1 of 126 Date: 04/28/2021 Time: 14:21:42		
Setid	Salary Plan/Grade	Description	Effective Date	Curr Cd	<hourly min=""> <hourly mid=""> <hourly max=""></hourly></hourly></hourly>	<daily min=""> <daily mid=""> <daily max=""></daily></daily></daily>	< Monthly Min> < Monthly Mid> < Monthly Max>	< Annual Min - < Annual Mid - < Annual Max-
STATE			01/01/1901	USD	0.000	0.00	0.00	0
					8.731	69.85	1,513.38	18,160
STATE			01/01/1901	USD	17.462 0.000	139.70 0.00	3,026.75	36,321
STATE			01/01/1901	USD			0.00	0
					42.067 84.135	336.54 673.08	7,291.67 14,583.33	87,500 175,000
STATE			01/01/1901	USD	81.336	650.69	14,098.25	169,179
STATE			01/01/1901	USD	81.336 84.284	674.27	14,609.17	175,310
					87.231	697.85	15,120.08	181,441
STATE			01/01/1901	USD	57.218	457.75	9,917.83	181,441
STATE			01/01/1901	USD	63.869	510.96	11,070.63	132,848
					70.520	564.16	12,223,42	146,681
STATE			01/01/1901	USD	57.218	457.75	9,917.83	119,014
SIAIE			01/01/1901	USD	66.204	529.64	11,475,38	137,704
					75.190	601.52	13,032.92	156,395
STATE			01/01/1901	USD	56.478	451.82	9,789.50	117,474
SIAIE			01/01/1901	USD	69.231	553.85	11,999.96	144,000
					81.983	655.87	14,210.42	170,525
STATE			01/01/1901	USD	45.731	365.85	7,926.67	95,120
SIAIL			01/01/1901	OSD	50.899	407.19	8,822.46	105,870
					56.067	448.53	9,718.25	116,619
STATE			01/01/1901	USD	81.336	650.69	14,098.25	169,179
			01/01/1501	230	88.467	707.74	15,334.29	184,012
					95.598	764.78	16,570.33	198,844
STATE			01/01/1901	USD	57.218	457.75	9,917.83	119,014
			01/01/1901	230	60.183	481.47	10,431.79	125,182
					63.149	505.19	10,945.75	131,349
STATE			01/01/1901	USD	0.000	0.00	0.00	0
			31.31/1901	000	36.058	288.46	6,250.00	75,000
					72.115	576.92	12,500.00	150,000
STATE			01/01/1901	USD	57.218	457.75	9,917.83	119,014

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Salary Structure Report (CMP001)

REVISED: 09/15/2021

DESCRIPTION:

This report displays Salary Grade Structures by SET ID.

NAVIGATION PATH:

NavBar > Menu > Compensation > Base Compensation > Salary Plan Reports > Salary Structure

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

As Of Date CSV

HTM PDF

Screenshot of the Salary Structure Report Run Control Page

∢ Cardinal Homepage		Salary	Structure	
Salary Structure				
Run Control ID Language	7—	Report Manager	Process Monitor	Run
Report Request Parameter(s)				
As Of Date				
Save Notify			Add	odate/Display

ADDITIONAL INFORMATION:

Defaults to current day if As Of Date field is left blank.

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Screenshot of the Salary Structure Report

			leSoft		04016/0002388 (802
Report ID: CMP001		SALARY STR	UCTURE REPORT		Page No. 1
		Run Date 04/28/20			
s Of Date: 04/28/2021					Run Time 14:46:58
ETID Salary				Midpoint	Range
Grade	Minimum	Midpoint	Maximum	Differential	Spread
31.4.0	***************************************	The state of the s			221110
TATE	117,474	153,293	189,111		60.98%
TATE	24,162	62,725	101,288	144.39%	319.20%
TATE	95,120	104,168	113,215	-39.78%	19.02%
TATE	0	68,791	137,582	51.43%	100.00%
TATE	119,014	121,746	124,477	-43.50%	4.59%
TATE	0	74,166	148,332	64.15%	100.00%
TATE	0	68,983	137,966	7.51%	100.00%
TATE	117,474	136,002	154,529	-49.28%	31.54%
TATE	119,014	136,570	154,125	-0.42%	29.50%
7800	117,474	146,761	176,048	-6.94%	49.86%
TATE	117,474	141,292	165,110	3.87%	40.55%
TATE	119,014	128,486	137,957	9.97%	15.92%
6500	169,179	191,964	214,748	-33.074	26.94%
TATE	24,162	63,064	103,566	200.50%	320.63%
2000	169,179	205,321	241,463	-68.90%	42.73%
0200	95,120	109,753	124,386	87.08%	30.77%
TATE	169,179	181,273	193,367	-39.45%	14.30%
TATE	169,179	190,879	212,578	-5.03%	25.65%
0100	169,179	202,785	236,390	-5.87%	39.73%
TATE	117,474	118,796	120,117	70.70%	2.25%
TATE	117,474	138,761	160,048	-14.39%	36.24%
TATE	169,179	193,844	218,509	-28.42%	29.16%
0100	169,179	193,844	218,509	0.00%	29.16%
TATE	0	90,353	180,706	114.54%	100.00%
TATE	169,179	184,497	199,815	-51.034	18.11%
TATE	119,014	133,517	148,019	38.18%	24.37%
TATE	119,014	124,507	130,000	7.24%	9.23%
TATE	95,120	95,120	95,120	30.89%	0.00%
TATE	119,014	135,623	152,232	-29.86%	27.91%
TATE	117,474	135,839	154,204	-0.16%	31.27%
TATE	117,474	132,964	148,454	2.16%	26.37%
TATE	119,014	124,976	130,938	6,39%	10.02%
TATE	117,474	132,930	148,385	-5.98%	26,31%
TATE	117,474	131,690	145,905	0.94%	24,20%
TATE	117,474	132,000	146,525	-0.23%	24.73%
TATE	95,120	97,908	100,695	34.825	5.86%
TATE	117,474	143,506	169,538	-31.77%	44.32%
TATE	0	250,000	500,000	-42.60%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	
TATE TATE	0	250,000	500,000	0.00%	100.00%
	0	250,000		0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE TATE	0	250,000	500,000	0.00%	100.00%
TATE	0				
5200	117,474	250,000	500,000	0.00%	100.00%
		140,630	163,786	77,775	39,425
TATE	0	92,977	185,953	51.25%	100.00%
TATE	0	80,856	161,712	14.99%	100.00%
TATE	0	65,358	130,716	23,714	100.00%
TATE	0	102,483	204,965	-36.235	100.00%
TATE	0	73,264	146,528	39.88%	100.00%
TATE	0	71,303	142,606	2.75%	100.00%
TATE	95,120	103,123	111,125	-30.86%	16.83%
TATE	119,014	135,317	151,620	-23.79%	27.40%
3600	0	93,192	186,383	45.20%	100.00%

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Separation Detail Report (including Layoff Details) (RHR423)

REVISED: 7/5/2024

DESCRIPTION:

This report displays separation details for a specified period of time. Generates results based on data where employees became inactive and are still inactive during the specified period of time.

End users for this report are Agency HR and DHRM.

NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Workforce Reports > Separation Detail Report

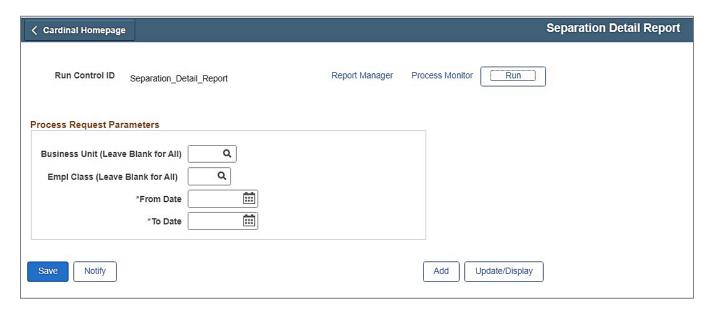
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit (Leave Blank for All) PDF Empl Class (Leave Blank for All) XLS

*From Date

*To Date

Screenshot of the Separation Detail Report Run Control Page



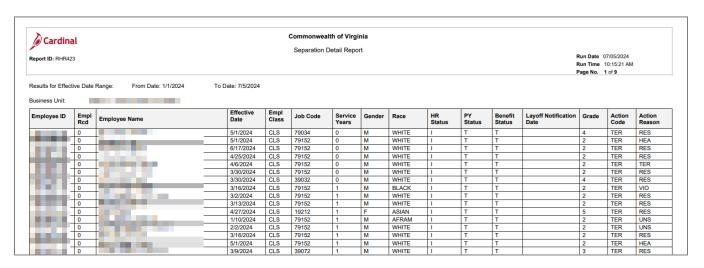
ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

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Screenshot of the Separation Detail Report



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Statewide Report for Veteran's Services (RHR394)

REVISED: 09/15/2021

DESCRIPTION:

This report displays veterans that were hired or rehired into an agency for use by Veterans Services.

The end users are DHRM, Agency HR SMEs, HR Managers, and Department of Veterans Services (DVS).

NAVIGATION PATH:

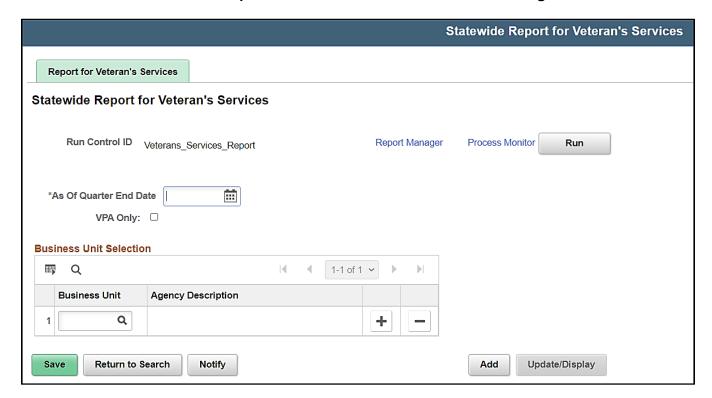
NavBar > Menu > Workforce Administration > Workforce Reports > Reports > Veteran's Services Report

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

As of Quarter End Date VPA Only (checkbox) Business Unit **PDF**

Screenshot of the Statewide Report for Veteran's Services Run Control Page



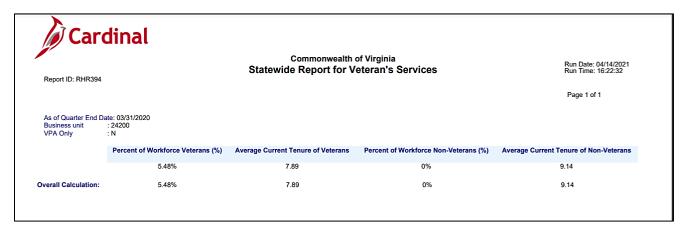
ADDITIONAL INFORMATION:

As Of Quarter End Date field is a required field.

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Screenshot of the Statewide Report for Veterans Services



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Teleworkers Detailed Report (RHR521)

REVISED: 02/6/2023

DESCRIPTION:

This report provides a detailed listing of data in the Maintain Teleworkers functionality.

The end users are Agency HR and DHRM.

NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Job Information > Reports > Teleworkers Detailed Report

CSV

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

As Of Date

Secretariat (Leave Blank for All)

Department (Leave Blank for All)

Job Code (Leave Blank for All)

Agreement Status (With An Active Agreement,

Without An Active Agreement, Both)

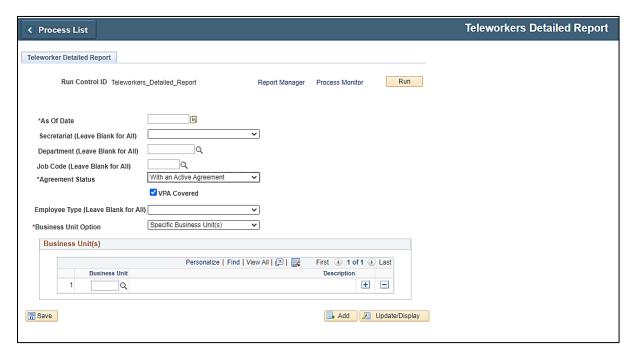
VPA Covered (checkbox)

Employee Type (Leave Blank for All)

Business Unit (All Business Units, Parent

Business Units, Specific Business Units)

Screenshot of the Teleworkers Detailed Report Run Control page.



ADDITIONAL INFORMATION:

As Of Date, Agreement Status, and Business Unit Option fields are required fields.

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Screenshot of the Teleworkers Detailed Report

Teleworkers Detailed Report										
Secretariat	Business Unit	Agency Name	Parent Business Unit	Department ID	Department Name	Employee ID	Employee Record	Employee Type	First Name	Last Name
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	410816	License Records Management		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	140732	Research and Planning	1	0	Salaried	7	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226272	Store 272	1	0	Salaried	+	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226383	Store 383	1	0	Salaried	+	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226184	Store 184		0	Salaried	7	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	120711	HR	1	0	Salaried	7	
Labor	18200	Virginia Employment Commission	18200	928200	UI Customer Supp Services		0	Hourly	7	
Labor	18200	Virginia Employment Commission	18200	934400	Technology		0	Hourly	1	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226032	Store 032		3	Hourly	1	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	110701	Administration		0	Hourly	1	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	111723	Project Management		0	Salaried	Ī	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	180783	IT Project Management		0	Salaried	Ī	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226144	Store 144		2	Hourly	T	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	190494	Stores Maintenance		0	Salaried	T	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	120706	Training		0	Salaried	1	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	110701	Administration		0	Salaried	I	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	110701	Administration		0	Salaried	T	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	190494	Stores Maintenance		0	Salaried	T	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	190705	Property Mgt Services		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226238	Store 238		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	420737	Tax Management		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	420737	Tax Management		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	420737	Tax Management		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	210504	Retail Operations		0	Salaried		
Other	VRSRT	VRS Retirees	VRSRT	99999	Agency Wide		0	Salaried		
Education	21700	Radford University	21700	11111	Radford University Payroll		0	Salaried		
Other	LOCAL	The Local Choice Participants	LOCAL	47177000	Dinwiddie County Water Auth		0	Salaried		
Other	VRSRT	VRS Retirees	VRSRT	99999	Agency Wide		0	Salaried		
Judicial	11300	Circuit Courts	11100	10000	Agency Department		1	Salaried		
Other	VRSRT	VRS Retirees	VRSRT	99999	Agency Wide		0	Salaried		
Other	VRSRT	VRS Retirees	VRSRT	99999	Agency Wide		0	Salaried		
Other	LOCAL	The Local Choice Participants	LOCAL	48212000	Dinwiddie County Schools		0	Salaried		
Education	20400	College of William and Mary	20400	20400	College of William and Mary		0	Salaried		
Agriculture and Forestry	41100	Department of Forestry	41100	11020	Fire and Emergency		0	Hourly		

Screenshot of the Teleworkers Detailed Report (scrolled right)

							1				
Position						Position Eligible				Approved Telework	1 1
Number	Job Code	Job Description	Business Title	Home City/State	Location City/State	For Telework	Work Mode	Telework Start Date		Days Per Week	Out Of State
ABC01067	96013	Admin and Office Spec III	Admin and Office Spec III	Highland Springs; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/20/2023	1/20/2024	4	
ABC00364	96132	Policy Planning Spec II	Policy Planning Spec II	Chesterfield; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	4	Y
ABC27201	96714	Retail Manager II	Retail Manager II	Newport News; VA	NEWPORT NEWS; VA	Υ	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC38302	96712	Retail Specialist II	ABC Store Manager Assistant	Broadway; VA	HARRISONBURG; VA	N	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC18402	96714	Retail Manager II	Retail Manager II	Shenandoah; VA	HARRISONBURG; VA	Υ	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC01091	96222	Gen Admin Supv II/Coord II	Gen Admin Supv II/Coord II	Manakin Sabot; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	6/1/2023	3	Y
VECT3361	W19132	Policy Planning Spec II	Senior Management Analyst	NEWPORT NEWS; VA	RICHMOND; VA	Y	Employee Eligible for Telework	1/1/2023	1/31/2023	3	Y
VECT3205	W39111	Info Technology Specialist I	Install and Repair Tech Sr.	RICHMOND; VA	RICHMOND; VA	γ	Employee Eligible for Telework	1/1/2023	4/1/2023	3	Υ
ABCW02GX	W96711	Retail Specialist I	Retail Specialist I	N CHESTERFIELD; VA	DELTAVILLE; VA	Υ	Employee Inelig for Telework	1/1/2023	1/31/2023	5	
ABCW1I3A	W19225	Gen Admin Manager III	Gen Admin Manager III	Powhatan; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC00940	96136	Policy And Planning Manager II	Policy Planning Manager II	Mechanicsville; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC00549	96312	Info Technology Specialist II	Info Technology Specialist II	Richmond; VA	MECHANICSVILLE; VA	Υ	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABCW0B4E	W96711	Retail Specialist I	Retail Specialist I	N CHESTERFIELD; VA	EMPORIA; VA	Υ	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC01096	96734	Trades Technician IV	Trades Technician IV	Callao; VA	MECHANICSVILLE; VA	Υ	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC00890	96221	Gen Admin Supv I/Coord I	Human Resource Associate	Mechanicsville; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	1	N
ABC00577	96224	Gen Administration Manager II	GEN ADMIN MANAGER II	HENRICO; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	2	N
ABC00565	96226	Gen Admin Manager IV	Gen Admin Manager IV	Richmond; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	6/21/2023	3	N
ABC01063	96735	Trades Manager I	Trades Manager I	Richmond; VA	MECHANICSVILLE; VA	Υ	Employee Eligible for Telework	1/1/2023	12/31/2023	4	N
ABC00901	96734	Trades Technician IV	Trades Technician IV	Aylett; VA	MECHANICSVILLE; VA	Υ	Employee Eligible for Telework	1/1/2023	12/31/2023	5	N
ABC23801	96714	Retail Manager II	Retail Manager II	Farnham; VA	CALLAO; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	Y
ABC00123	96031	Financial Services Spec I	Financial Services Spec I	North Chesterfield; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	2	N
ABC00643	96031	Financial Services Spec I	Financial Services Spec I	Chester; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	2	N
ABC00069	96013	Admin and Office Spec III	Admin and Office Spec III	Mechanicsville; VA	MECHANICSVILLE; VA	Υ	Employee Eligible for Telework	1/1/2023	12/31/2023	2	N
ABC01047	96715	Retail Manager III	Retail Manager III	Fredericksburg; VA	MECHANICSVILLE; VA	Υ	Employee Eligible for Telework	1/1/2023	12/31/2023	5	Υ
VRARET00	VRSRTO	VRS Retiree	VRS Retiree Position	VIRGINIA BEACH; VA	RICHMOND; VA	N	Employee Eligible for Telework				
RADF0467	1026	Professor	Chair/Prof	Roanoke; VA	ROANOKE; VA	N	Employee Eligible for Telework				
B260000F	соунво	Health Benefits Only	TLC 047177000 Full Time Pos	CHESTER; VA	RICHMOND; VA	N	Employee Eligible for Telework				
VRARET00	VRSRTO	VRS Retiree	VRS Retiree Position	VICTORIA; VA	RICHMOND; VA	N	Employee Eligible for Telework				
CCV00116	COVA99	Salary Non-Specified	Judge -Circuit:21	MARTINSVILLE; VA	RICHMOND; VA	N	Employee Eligible for Telework				
VRARET00	VRSRTO	VRS Retiree	VRS Retiree Position	EMPORIA; VA	RICHMOND; VA	N	Employee Eligible for Telework				
VRARET00	VRSRTO	VRS Retiree	VRS Retiree Position	MECHANICSVILLE; VA	RICHMOND; VA	N	Employee Eligible for Telework				
D790000F	соунво	Health Benefits Only	TLC 048212000 Full Time Pos	PRINCE GEORGE; VA	RICHMOND; VA	N	Employee Eligible for Telework				
CWMFP096	COVA99	Salary Non-Specified	Dir of Business Operations	Williamsburg; VA	WILLIAMSBURG; VA	N	Employee Eligible for Telework				
DOFCF010	W89147	Forestry Fire Fighter	FIRE FIGHTER	PALMYRA; VA	CHARLOTTESVILLE; VA	N	Employee Eligible for Telework				

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Teleworkers Statistics Report (RHR525)

REVISED: 3/29/2023

DESCRIPTION:

This report provides statistics related to teleworker data in Cardinal. It produces two statistics outputs each time it is run: vhrr0525_DETAILED_COUNT_PCT and

vhrr0525_TELEWORKER_SUMMARY_STATS. The Detailed Count Pct Report gives the percentages of employees who do not have an active teleworker agreement and the reasons as well as percentages of employees with an agreement broken down by the number of days they are approved to telework per week. The Teleworker Summary Stats output provides a different view of the statistics for employees with an active agreement. Central users with statewide access can run it statewide or by secretariat. Agency users can run it for the Business Units that they have access to.

NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Job Information > Reports > Teleworkers Statistics Report

INPUT / SEARCH CRITERIA:

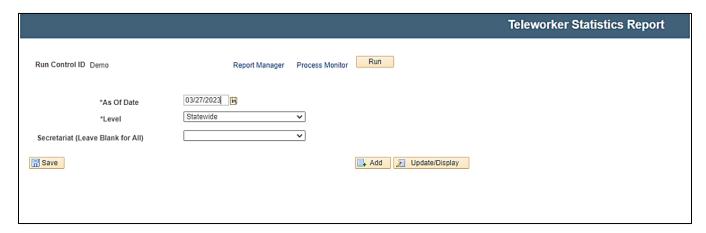
OUTPUT FORMAT:

CSV

As Of Date Level (Statewide, Secretariat, Business Unit) Secretariat (Leave Blank for All) Business Unit Option (All Business Units, Specific

Business Unit(s))

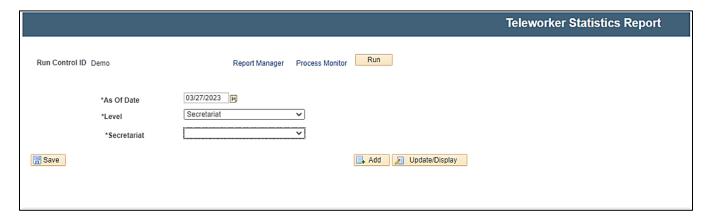
Screenshot of the Teleworkers Statistics Report Run Control page (Statewide Level selected).



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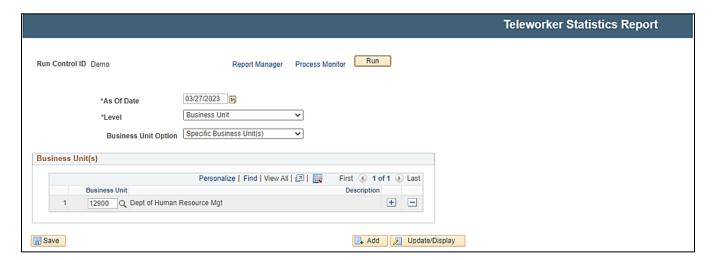
Screenshot of the Teleworkers Statistics Report Run Control page (Secretariat Level selected).



Screenshot of the Teleworkers Statistics Report Run Control page (Business Unit Level selected (All Business Units option)).



Screenshot of the Teleworkers Statistics Report Run Control page (Business Unit Level selected (Specific Business Unit(s) option)).



ADDITIONAL INFORMATION:

As Of Date and Level fields are required fields.

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Screenshot of the Teleworkers Statistics Report (vhrr0525_DETAILED_COUNT_PCT)

				Employee Count	Percent of Total	Percent of Eligible Employees with Active Agreements
XXXXX-Business Unit						
Executive Branch Classified Employee Count				97		
	No Active Telework Agreement	Makilla and a decident of the second		17		
		Mobile worker classification		13		
		Position is Unavailable for Telework and Person is Ineligible		0		
		Position is Unavailable for Telework and Person is Eligible		0		
		Position is Available for Telework and Person is Ineligible		0		
		Position is Available for Telework and Person is Eligible but no agreement		4		
	Active Telework Agreements			80	82.47%	95.24%
Breakdown of Telework Days						
		1 Telework Days		9	9.28%	
		2 Telework Days		67	69.07%	
		3 Telework Days		0	0%	
		4 Telework Days		2	2.06%	
		5 Telework Days		2	2.06%	
			Out of State Designation	0	0%	

Screenshot of the Teleworkers Statistics Report (vhrr0525_TELEWORKER_SUMMARY_STATS)

		Percent of Total Executive Branch Classified Employees with Telework Agreement	Percent of Total Executive Branch Classified Eligible Employees with Telework Agreement	Telework Days	2 Days	3 Days	4 Days	5 Days
Chana wilda		35.4	55.00					-
Statewide		25.4					0.86	2.63
	XXXXX-Business Unit	82.47	95.24	9.28	69.07	0	2.06	2.06

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Transfer Report (RHR447)

REVISED: 09/15/2021

DESCRIPTION:

This report is used to monitor intra-agency and inter-agency transfers.

The end users are Agency HR and DHRM.

NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Job Information > Reports > Transfer Report

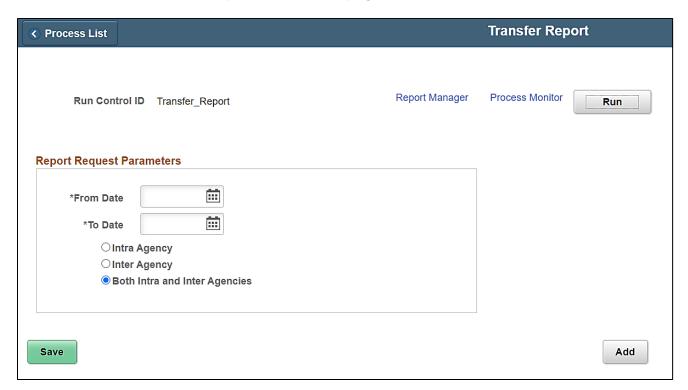
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

From Date Excel

To Date

Intra Agency, Inter Agency or Both

Screenshot of the Transfer Report Run Control page.



ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

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Screenshot of the Transfer Report

					Cur	rent Trans	action Record	ı					
Empl ID	Empl Name	Empl Rcd	Effective Date	Action	Action Reason	Job Code	Salary	Grade	Lv Svc Date	Business Unit	Business Unit	Dept ID	Dept ID Name
		1	2021-02-01	HIR	XCL	19221	2916.666667	4	2011-02-10	:	1	L	1
,		1	2021-02-01	HIR	XNC	95012	1958.333333			{			-
	+	2	2021-01-04	HIR	XPO	19031	3125	4		7			-
	+	1	2021-01-07	TER	XFO	91566	0		2019-11-10	Ŧ,			Ī
	+	1	2021-01-27	HIR	XNC	91512	70000	6	2020-05-15	7			-
	+	0	2021-01-26	XFR	VDX	COVA99	0			ı			
											Ukartiamanta		

Screenshot of the Transfer Report (scrolled right)

	Previous Transaction Record														
Empl ID	Empl Name	Empl Red	Effective Date	Action	Action Reason	Job Code	Salary	Grade	Lv Svc Date	Business Unit	Business Unit Name	Dept ID	Dept ID Name		
		0	2021-02-01	TER	XFO	COVA99	5118.75		2011-02-10	,		V	T		
	-	0	2021-01-16	TER	XFO	79152	1455.625	2		1					
		1	2021-01-04	TER	XFO	69034	2083.333333	5		•					
	_	0	2021-01-26	TER	XFO	69034	2083.333333	5	2020-05-15	•					
	_	0	2021-01-25	HIR	NEW	COVA99	0								

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Years of Service Report (RHR475)

REVISED: 08/23/2024

DESCRIPTION:

This report lists workers and their approaching years of service milestones as of the date specified and can serve as a reminder of workers who are eligible for vested benefit plans or service recognition awards. This report also provides service dates for VSDP enrollment and leave eligibility.

Excel

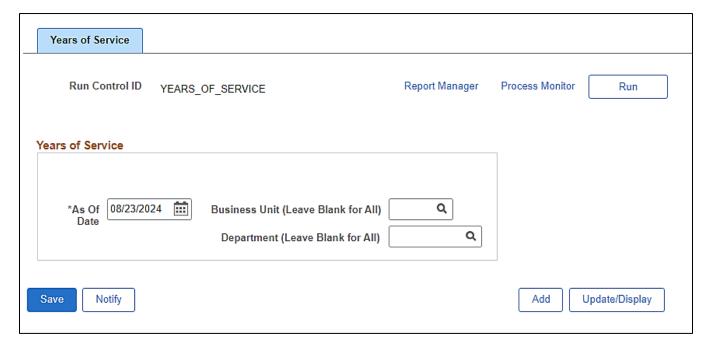
NAVIGATION PATH:

NavBar > Menu > Workforce Administration > Job Information > Reports > Years of Service

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

As Of Date Business Unit (Leave Blank for All) Department (Leave Blank for All)

Screenshot of the Years of Service Report Run Control Page



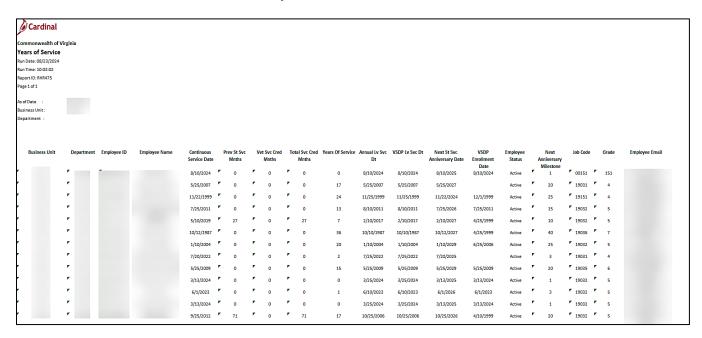
ADDITIONAL INFORMATION:

As of Date field is a required field and defaults to current day but can be updated.

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Screenshot of the Years of Service Report



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