



HR353 Human Resources Read Only Overview

This Job Aid provides an overview of the key Human Resources pages and tabs that the HR Read Only role can access. It includes an overview of the page or tab and lists key fields, field descriptions, and impacts to other functional areas.

The following HR pages are covered in this Job Aid:

- Position Data pages
- Personal Data pages
- Job Data pages
- Benefit Program Participation page
- Employment Information page
- Maintain Teleworker page

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

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Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (<u>Section 3</u> ; after Step 1; <u>Section</u> 5, after Step 1; <u>Section 12</u> , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.



Viewing the Position Details Page

The **Position Details** page shows the history of changes for a position. As one employee moves out of a position, attributes of the position (i.e., location, supervisor, etc.) can be updated before hiring a new employee into the position.

Step	Action
1.	Navigate to the Position Details page using the following path:
	NavBar > Menu > Organizational Development > Position Management > Manage Positions/Budgets > Manage Position

The Manage/Create Position Search page displays.

Cardinal Homepage	Manage/Create Position
✓ New Search	View Manage/Create Position
Position Number	
Q	+ Add
Position Status	
Reports To Position Number	
٩	
Business Unit	
Department	
٩	W
Search Clear	
er the applicable Position Nui	mber into the Position Number field to sear
lew Search	
sition Number	
1900123	

2.



Step	Action									
3.	Click the Sea	rch button								
	Search	Clear								
e View	Manage/Crea	te Positio	n page d	isplays fo	r the app	olicable po	osition.			
View Ma 1 results fo	anage/Create Position									
									Ch	art No
+ Add]									1 row
Position N	Number \diamond Description \diamond		Reports To \diamond	Business Unit \diamond	Company 🛇	Department ◊	Status 🜣	Job Code 🜣	Current He	ad Count \diamond
CJS00123	Accounts Payal	ble Accountant	CJS00211	14000	CJS	10230	Active	19031	1/1	
4.	Click anywhe	ere in the ro	w to sele	ect the pos	sition.					
4.	Click anywhe	Pre in the ro	ow to sele	ect the pos	sition.				Cha	art No
4.	Click anywhe	ere in the ro	NW to sele	To · Business Ur 1 14000	sition.	y ◇ Department ◯ 10230	Status ≎ Active	Job Code ≎ 19031	Cha Current Her 1/1	art <mark>No</mark> 1 row ad Count ◊
4. e Posit	Click anywhe	ere in the ro Position escription counts Payable Accountar age display	Reports Reports s with the	ect the position	sition.	y ≎ Department ⊂ 10230 rOW(S) as	Status ≎ Active applica	Job Code ≎ 19031 able.	Cha Current Hea 1/1	art No 1 row ad Count ¢
4. e Posit	Click anywhe	ere in the ro Position escription ccounts Payable Accountar age display	Reports at CJS0021	ect the position	sition. it Compar CJS history I Dotails	y ○ Department ○ 10230 row(s) as	status ≎ Active applica	Job Code ≎ 19031 able.	Cha Current He 1/1	art No 1 row ad Count 0
4. e Positi Saarch Resul Position Nu Headcount S Current Head C	Click anywhe	ere in the ro	Reports at CJS0021 S with the	ect the position	sition.	y ☆ Department ⊂ 10230 row(s) as	Status ≎ Active applica	Job Code ≎ 19031 able.	Current Her 1/1	art No 1 row ad Count \diamond : Cione
4. e Positi Position Nu Headcount S Current Head C	Click anywhe	ere in the ro	Reports at CJS0021	ect the position I	sition.	y • Department 10230 row(s) as	Status ≎ Active	Job Code ≎ 19031 able.	Charrent Hea	art No 1 row ad Count \diamond Cione 2 rows
4. e Positi Position Nu Headcount S Current Head C Effective Date	Click anywhe View Manage/Create 1 results found. + Add Position Number © De CJS00123 Ad tion Details parts Status Filled Count 1 of 1 e © Effective Sequence ©	ere in the rc Position escription ≎ age display	ow to sele Reports at cJs0021 S with the Business Unit ◊	ect the position	sition.	y ◇ Department ○ 10230 COW(S) AS	Status ≎ Active Active Applica	Job Code ≎ 19031 Able.	Chi Current Hea 1/1	art No 1 row ad Count \diamond Clone 2 rowa al Chain \diamond
4. e Position Nu Position Nu Head count S Current Head O Effective Date 01/10/2025	Click anywhe View Manage/Create 1 results found. + Add Position Number O De CJS00123 Ad tion Details pathology tion Details pathology timber CJS00123 Status Filled Count 1 of 1 e O Effective Sequence O 0	ere in the ro Position escription Cocounts Payable Accountar age display Reason Position Data Update	ever to sele Reports at CJS0021 S with the Business Unit ◊ Dept of Criminal Ju	ect the position To © Business Ur 1 14000 e position I Position I ustice Svcs Finar	sition.	y Code Code Code Code Code Code Code Code	Status ≎ Active	Job Code 19031 able. State State Suilding Appr	Christen Chr	art No 1 row ad Count ¢ Clone 2 rows al Chain ¢ I Chain >



Position Details:

Field	Description	Impacts to Other Functional Areas
Effective Date	Identifies the date the position updates are effective in Cardinal.	Errors encountered or incorrect data received if using a date <u>prior</u> to the employee's entry into the position.
Effective Sequence	Defaults to 0 but is systematically incremented by 1 digit whenever the same effective date is used sequentially.	N/A
Reason	Identifies the reason for the position change	N/A

Step	Action						
5.	Click the View Det	Click the View Detail icon at the end of the top row to view more details about the position.					
	Note : The row at the bottom represents the oldest row of data and the row at the top represents the most recent row of data. Always select the top row to view the most recent data related to the position.						
	✓ Search Results		Position Details			:	
	Position Number CJS00123 Headcount Status Filled Current Head Count 1 of 1					Clone	
	+					2 rows	
	Effective Date \diamond Effective Sequence \diamond	Reason \diamond Business Unit \diamond	Department \diamond Job Code \diamond	Location \diamond S	tatus 🌣 🛛 Approval Chain 🗘		
	01/10/2025 0	Position Data Update Dept of Criminal Justice Svcs	Financial Srvs Financial Services Spec I	Washington Building A	pproved Approval Chain	>	
	01/01/1901 0	New Position Dept of Criminal Justice Svcs	Financial Srvs Financial Services Spec I	Washington Building A	pproved Approval Chain	>	



tep	Action				
View	/iew Position page displays.				
				View Position	
c	Position Number CJS00123 Headcount Status Filled Current Head Count 1 of 1				
	Effective Date	01/10/2025		Review Date	
	Effective Sequence	0		Position Months	12.00
	Reason	UPD Position Data Update		Stmt of Economic Interest Reqd	No
	Approval status	Approved		VPA Covered	Yes
P	osition Information				
	Position Status	Approved		Max Head Count	1
	Status	Active		Status Date	09/21/2022
	Action Date	01/10/2025		SOC Code / Extension	13-2099
	Key Position	No		Job Sharing Permitted	No
	Budgeted Position	Yes		Available for Telework	Yes
	Confidential Position	No		EEO-4 Job Category	Paraprofessionals
	Alternate Work Schedule	Yes		Workers' Comp Code	8810
J	Job Information				
	Business Unit	14000	Dept of Criminal Justice Svcs	Manager Level	
	Job Code	19031	Financial Services Spec I		All Other Positions
	Regular/Temporary	Regular		Full/Part Time	Full-Time
	Regular Shift	Not Applicable		Union Code	
	Title	Accounts Payable Accountant		Short Title	19031
				Description	Financial Services Specialist I



Viewing the View Position Page in Position Data

Follow the instructions in the previous section to navigate to this page: <u>Viewing the Position Details</u> <u>Page</u>.



The View Position page displays.

			View Position	
Position Number CJS00123 Headcount Status Filled Current Head Count 1 of 1				
Effective Date	01/10/2025		Review Date	
Effective Sequence	0		Position Months	12.00
Reason	UPD Position Data Update		Stmt of Economic Interest Regd	No
Approval Status	Approved		VPA Covered	Yes
Position Information				
Position Status	Approved		Max Head Count	1
Status	Active		Status Date	09/21/2022
Action Date	01/10/2025		SOC Code / Extension	13-2099
Key Position	No		Job Sharing Permitted	No
Budgeted Position	Yes		Available for Telework	Yes
Confidential Position	No		EEO-4 Job Category	Paraprofessionals
Alternate Work Schedule	Yes		Workers' Comp Code	8810
Job Information				
Business Unit	14000	Dept of Criminal Justice Svcs	Manager Level	
Job Code	19031	Financial Services Spec I	E-WD-d Time	All Other Positions
Regular/Temporary	Regular		Full/Part Time	Full-Time
Regular Shift	Not Applicable		Union Code	10001
Title	Accounts Payable Accountant		Short Litle	19031
			Description	Financial Services Specialist I

View Position fields:

Field	Description	Impacts to Other Functional Areas
Effective Date	This is the date the information on this page is effective in Cardinal.	Errors encountered or incorrect data received if using a date <u>prior</u> to the employee's entry into the position.
VPA Covered	Indicates if the position is covered by the Virginia Personnel Act (VPA). For all classified positions, this must be Y. For all other positions, this must be N.	Incorrect data will result in inaccurate reporting.



Position Information fields:

Field	Description	Impacts to Other Functional Areas
Confidential Position	Indicates if the position is a confidential position. (i.e., Undercover officers). If Yes is selected, incumbent information is not reported in Active Directory or employee directory extracts.	Incorrect value will cause inaccurate reporting and incumbent personal data to appear when it should not.
Max Head Count	Indicates the number of employees that should be assigned to a position. Usual ratio is one employee to one position. Examples of when this could be different are job sharing, pooled positions, or dual incumbency.	Changes made to the position (i.e., location, reports to, supervisor, etc.) could inadvertently impact all incumbents.
Available for Telework	Indicates whether a position is eligible for telework.	Incorrect value will cause inaccurate reporting and prevent entry of a telework agreement for the incumbent.

Job Information fields:

Field	Description	Impacts to Other Functional Areas
Business Unit	Indicates the business unit (agency) that is associated with a position.	N/A
Job Code	Identifies the job associated with a position.	Incorrect value could cause inaccurate reporting and affect incumbent's FLSA Status, Full/Part Time Status, Salary Grade, and cause errors when entering compensation amount.



6.	Scroll down to	the Work	Location, Salary Plai	n Information, a	and US	SA se	ctions	5.	
	Ti	le Accounts Payable Acc	ountant	Short Litle	19031				
		·		Description	Financial Serv	vices Specialis	t I 		
	Work Location								
	Reg Regi	on USA	United States	Company	CJS		Dept of	of Criminal Jus	tice Svcs
	Departme	nt 10230	Financial Srvs	Dot-Line					
	Locati	n CENT1	Washington Building	Security Clearance					
	Reports	To CJS00211	SENIOR ACCOUNTANT	Supervisor Position	CJS00211				
	Supervisor L	View Current Incumbe vI E	nts Employee	Appointed Category	N/A				
	Salary Plan Information								
	Pay Pl	in		Grade	4				
	Salary Admin Pl	in SW		Step					
	Standard Hou	rs 40.00		Mon Tue	Wed	Thu	Fri	Sat	Sun
	Work Peri	od W	Weekly						
	USA								
			FLSA Status Nonexempt						
			Sargaining Unit 8888						

Work Location fields:

Field	Description	Impacts to Other Functional Areas
Department	Indicates the department the position is in.	If incorrect, the position funding ChartField allocations would be inaccurate.
Location	Displays the physical work location for the position.	If incorrect, if affects the COVA salary plans and the incumbent's benefits eligibility.
Reports To	Displays the position number of who will receive the employee's timesheet and absence requests for approval.	If incorrect, affects the incumbent's timesheet and absence request submissions.
Supervisor Position	Displays the position number of the incumbent's daily/operational supervisor.	If incorrect, the wrong supervisor is identified for performance management tasks.

Salary Plan Information fields:

Field	Description	Impacts to Other Functional Areas
Salary Admin Plan	Values are populated based on the job code selected and cannot be updated here.	If incorrect, errors could be received when entering the employee's compensation.



USA fields:

Field	Description	Impacts to Other Functional Areas
FLSA Status	This identifies the position as Professional (Exempt) or Nonexempt and determines eligibility for overtime pay.	If incorrect, this impacts Payroll and Time and Attendance for agencies who use Cardinal for this functionality.

7.	Scroll do	own to the	e Budget and	Incumbents se	ction.				
	▶ Education and Government								
	Budget and Incu	umbents							
	Earnings 0.000 Cdn Tax					Cdn Tax 0.000			
		Deductions 0.0	00			Total 0.00			
		Tax 0.0	00						
	Update Incumbents Yes								
	Include Salary Plan/Grade Yes								
	Include	Salary Plan/Grade Yes	5						
	Include Force Update	Salary Plan/Grade Yes e for Title Changes Yes	5						
	Include Force Update Current Incum	Salary Plan/Grade Yes e for Title Changes Yes bents	3					1 гон	
	Include Force Updat Current Incum Name ≎	Salary Plan/Grade Yes e for Title Changes Yes bents Empl ID \$	s s Empl Record ◇ Full/Part ◇	Stnd Hrs/Wk ◇ Effective Date ◇	Action ♦	Action Reason ◊	Override Position Data ◇	1 row Job Data ≎	
	Include Force Updat Current Incum Name ≎	Salary Plan/Grade Yes e for Title Changes Yes Ibents Empl ID \diamond	s Empl Record ◇ Full/Part ◇ 0 Full-Time	Stnd Hrs/Wk ◇ Effective Date ◇	Action ◇	Action Reason ≎	Override Position Data ◇	1 row Job Data ≎	
	Include Force Updats Current Incum Name ≎	Salary Plan/Grade Yes e for Title Changes Yes Ibents Empl ID \diamond	s Empl Record ◇ Full/Part ◇ 0 Full-Time	Stnd Hrs/Wk ◇ Effective Date ◇ 40.00 06/10/2024	Action ♢ Pay Rate Change	Action Reason ≎ FY25 Statewide Increase	Override Position Data ◇ N	1 row Job Data ≎ Job Data	
	Include Force Update Current Incum Name 0	Salary Plan/Grade Yes e for Title Changes Yes bents Empl ID 0	5 5 Empl Record ◇ Full/Part ◇ 0 Full-Time	Stnd Hrs/Wk ◇ Effective Date ◇ 40.00 06/10/2024	Action ≎ Pay Rate Change	Action Reason FY25 Statewide Increase	Override Position Data ◇ N	1 row Job Data ≎ Job Data	

Current Incumbents fields:

Field	Description	Impacts to Other Functional Areas
Name	Name of the employee hired into the position.	May impact benefit claims if the incorrect name is displayed.
Effective Date	The highest effective dated job data row for the employee.	N/A

Human Resources Job Aid



HR353_ Reviewing the HR Read Only Pages

Viewing the Biographical Details tab in Personal Data

Personal data must be obtained and entered to start the hire process. When navigating to the personal data pages, the **Biographical Details** tab opens by default.

Use this page to view an employee's name, date of birth, legal gender, highest education level, marital status, and Social Security Number.

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

The Personal Information Find an Existing Value page displays.

	← Cardinal Homepage Personal Information		
	Personal Information Find an Existing Value		
	 Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. 		
	🕐 Recent Searches Choose from recent searches 🗸 🖉 📮 Saved Searches Choose from saved searches	• //	
	Empl ID begins with		
	Name begins with v		
	Last Name begins with V		
	Second Last Name begins with V		
	Alternate Character Name begins with V		
	∧ Show fewer options		
	Case Sensitive Include History Correct History		
)	For more information pertaining to the Cardinal HCM Search pages, refer to th "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Website in Job Aids under Learning .	e Job Ai Cardina	d titled al
2.	Enter the employee's Employee ID in the Empl ID field.		
	Note : Users can also search for the applicable employee using the various Na Employee ID is not known.	me fields	s if the
	Empl ID begins with ~		



Step	Action							
3.	Click the Include History checkbox option.							
	Case Sensitive Include History Correct History							
4.	Click the Search button.							
	Clear							

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

Note: Below each tab is the **Header** section. The **Header** section displays for each of the tabs on the **Modify a Person** page.

Biographical Details	Contact Information	Regional VA F	erson Info		
Brown Lawn				Person ID	
Name		QI	I I	of 2 🗙 🕨 🕨	View All
Effective Format Display	Date 01/10/2025 Type English Name Brown Lawn	(View N	ame	+ -
Biographic Information	1				
Date o	of Birth 06/01/2000	Years 24	Months	8	
Birth C	ountry USA	Q United State	5		
Birt	n State	Q			
Birth Lo	cation		Exclud	e Contact Informati	on?
Biographical Histor	у	QI		of 1 🗸 🕨 🕅	I View All
*Effectiv	e Date 07/10/2024	1			+ -
*0	iender Female 🗸				
*Highest Education	Level Not Indicated	¥	As of	07/10/2024	
*Marital	Code V	•	19.01	0171012024 III	
Alterr	ate ID]			
	Full-Time Stude	nt			
 National ID 					
III; Q			M		r → → I View A
*Country *N	ational ID Type	National	D	Prima	Iry ID
USA Q S	ocial Security Number	~			a 🕂 –
		1		1	



Header section fields:

Field	Description	Impacts to Other Functional Areas
Employee Name	Displays the current name for the employee.	If incorrect, benefit claims could be denied.
Person ID	Displays the employee's Employee ID.	N/A

Name section fields:

Field	Description	Impacts to Other Functional Areas
Effective Date	Date this name for the employee became effective in Cardinal.	If incorrect, could have inaccurate reporting and benefit claims could be rejected.
Display Name	Displays the current name for the employee.	If incorrect, could have inaccurate reporting and benefit claims could be rejected.

Step	Action			
5.	Click the View All link, if applicable, to view the name change history for the employee.			
	Biographical Details Contact Information Regional VA Person Info			
	Brown Lawn Person ID			
	Name Q I I I I I I I I View All			
The Nam	1e (History) section displays with the most recent name change at the top.			
	Brown Lawn Person ID			
	Q I I I View 1			
	Effective Date 01/10/2025			
	Format Type English Display Name Brown Lawn View Name			
	Effective Date 07/10/2024			

View Name

Format Type English

Display Name Green Lawn



Step	Action	
6.	Scroll down to review the Biographic Information section.	
	Biographic Information Date of Birth 06/01/2000 Date of Death Image: Construct of Death Birth Country USA Q Birth State Q Birth Location Exclude Contact Information?	
	Biographical History	
	*Effective Date 07/10/2024 Gender Female 'Gender Female 'Highest Education Level Not Indicated 'Marital Status Single As of 07/10/2024 Changuage Code Alternate ID Full-Time Student	

Biographic Information fields:

Field	Description	Impacts to Other Functional Areas
Date of Birth	Displays the employee's birth date.	If incorrect, could result in delayed or denied benefit claims, IRS/ACA reporting, and Supplemental Life Insurance rate calculations.
Date of Death	Displays the employee's date of death, if applicable.	If incorrect, could affect dependent benefits.
Exclude Contact Information	If checked, this excludes this employee's personal information from appearing on employee data extract and directories.	N/A



Biographical History fields:

Field	Description	Impacts to Other Functional Areas
Gender	Displays the employee's legal gender.	If incorrect, could result in incorrect benefit options, delayed, or denied benefit claims, and payroll processing.

Step	Action
7.	Scroll down to review the National ID section.
	▼ National ID III IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
	*Country *National ID Type National ID Primary ID
	USA Q Social Security Number V

National ID fields:

Field	Description	Impacts to Other Functional Areas
National ID	Displays the last four digits of the employee's Social Security Number.	If incorrect, causes inaccurate Federal/State reporting and issues for payroll.



Viewing the Contact Information tab in Personal Data

All employees are required to have a home address, phone number, and email address captured on the **Contact Information** tab in personal data.

Step	Action								
1.	After viev <u>Biograph</u>	ving the B lical Detail	iographic s tab in Pe	cal Details ta ersonal Data	ıb (detail), click th	ls in th ne Cor	e previous secti ntact Informatio	on: <u>Viewing the</u> on tab.	
	Biograp	hical Details	tails Contact Information Regional VA Person Info						
The Cont	act Inform	nation tab	displays.						
	Biographical D	Details Conta	act Information	Regional VA	Person Info				
	Brown Lawn	2000					Empl ID		
	E Q	1909				14	 I-1 of 1 ♥ 	▶ View All	
	Address Type	As Of Date	Status	Address					
	Home	07/10/2024	A	200 Main Street Richmond, VA 23219			View Address Detail	+ -	
	Phone Informa	tion							
	_ ŢŢ						1-1 of 1 ♥	View All	
	*Phone Type		Telephone		Extension		Preferred		
	Business	~	555/555-5555				×.		
	Email Option	Selection							
		ency Provided En	nail OPer	nding Agency Provide	d Email	CEmploy	ee Provided Email		
	 Agency Provide When no email 	ed Email and Empl address is availab	oyee Provided Ema le, select applicabl	ail must be a valid emai le email option and ALV	l address that is NAYS use noer	s unique to t mail@virgini	the employee, except: ia.gov		
	Email Address	88	*Email Address	5			Preferred		
	Business			-					



Current Addresses fields:

Field	Description	Impacts to Other Functional Areas
Address Type	Displays as "Home" or "Mailing"	N/A
As Of Date	Displays the date the address became effective.	N/A
Status	Displays the status of the current address: "Active" or "Inactive".	N/A
Address	Displays the employee's home address information.	This address drives benefit options for the employee, tax calculations in payroll, and determines where checks are mailed, if needed.



The Address History page displays a history of the addresses for the employee in Cardinal.

Address History Q < 10f2 > > > *Effective Date 12/31/2026 :::: Address Country USA Q *Status A Q View Address 862 Kelly Lane Richmond, VA 23219 + - Effective Date 07/10/2023 Address 200 Main Street Richmond, VA 23219 + -	Address Type Home		
*Effective Date 12/31/2026 Address 862 Kelly Lane Country USA Q *Status A Q View Address Effective Date 07/10/2023 Address 200 Main Street Richmond, VA 23219 + -	Address History		1 of 2 🗸 🕨 🕨
Effective Date 07/10/2023 Address 200 Main Street Country USA Richmond, VA 23219	*Effective Date 12/31/2026 112/3000 112/3000 112/3000 112/3000 11/2026 112/3000 112/3000 112/3000 112/3000 112/3000 112/3000 112/3000 112/3000 112/3000 112/3000 112/3000 112/3000 112/3000 112/3000 112/3000 112/30000 112/30000 112/30000 112/30000 112/30000 112/30000 112/30000 112/30000 112/30000 112/300000000000000000000000000000000000	Address 862 Kelly Lane Richmond, VA 23219	+ -
Status A	Effective Date 07/10/2023 Country USA Status A	Address 200 Main Street Richmond, VA 23219	+ -



Step	Action
i	Although this page is called Address History , it displays future dated addresses also. If a future dated address is displayed here, that address will not show in the Current Addresses section until it becomes effective.
3.	Click the OK button to return to the Contact Information page.
4.	Scroll down to review the Email Option Selection and the Email Addresses sections.

Email Option Selection and Email Addresses fields:

Field	Description	Impacts to Other Functional Areas
Email Option Selection	Displays who provided the email address, there are 3 options:	N/A
	Agency ProvidedPending Agency ProvidedEmployee Provided	
Email Type	Displays whether the email address is a personal or business email.	N/A
Email Address	Displays the employee's email address.	The preferred email address is used by the employee to register for Cardinal access. It is also the email provided to benefit vendors and Office of Health Benefits (OHB).
Preferred	Identifies the email that will be used as the primary email address.	N/A



Viewing the Work Location tab in Job Data

Job Data is where information related to the employee's job(s) is housed. The **Work Location** tab opens by default when navigating to Job Data.

Use this page to view an employee's job information.

Step	Action
1.	Navigate to the Job Data page using the following path:
	NavBar > Menu > Workforce Administration > Job Information > Job Data
	·

The Job Data Find an Existing Value page displays.

← Cardinal Homepage	Job Data
Find an Existing Va Search Criteria Enter any information you had 	ue and click Search. Leave fields blank for a list of all values.
Recent Searches	Choose from recent searches V 🖓 Saved Searches Choose from saved searches V
Secc Alternate Cl	Empl ID begins with Empl Record = arace Name begins with
For more in "Overview Website in	nformation pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Job Aids under Learning .
Enter the e Note: User Employee Empl ID	mployee's Employee ID in the Empl ID field. s can also search for the applicable employee using the various Name fields if the ID is not known.
Click the Ir	ensitive Include History Correct History



Step	Action
4.	Click the Search button.
	Search Clear

The Job Data page for the employee displays (Work Location tab).

Note: The **Job Data Header** section displays the employee's name, Employee ID, and Employee Record. It is visible at the top of all of the job data pages and tabs. Always review this section to ensure you are viewing job data for the correct employee.

Work Location Job	Information	<u>P</u> ayroll	<u>S</u> alary Plan	Compensation						
Green Lawn Employee			E	Empl ID Empl Record 0						
Work Location Details	0						Q	•	1 of 3 🗸 🕨	
Effec	tive Date 07	7/17/2023						G	o To Row	
Effective S	Sequence	0			Action	Pay Rate Change				
ŀ	IR Status A	ctive			Reason	Competitive Salary	Offer			
Payre	oll Status A	ctive		Jo	b Indicator	Primary Job	ſ	Current	(11)	
Positior	Number C	JSTRN01	P	rog Admin Specialist II			、	Junent		
Position E	ntry Date	Overrio 7/10/2023 Position Mana	de Position Data							
Regulator	y Region U	SA	U	Inited States						
(Company C.	JS	D	ept of Criminal Justice S	VCS					
Busi	ness Unit 14	4000	D	ept of Criminal Justice S	VCS					
De	partment 1(0320	J	uvenile Services						
Department E	ntry Date 07	7/10/2023								
	Location C	ENTR	D	ept of Criminal Justice S	erv.					
Establis	hment ID D	CJS	C	ept of Criminal Justice S	erv.	Date C	reated 07/	26/2023		

Top and middle sections of the **Work Location Details** fields:

Field	Description	Impacts to Other Functional Areas
Effective Date	Displays the date the personnel action became effective.	High impact to all other functional areas. When date related errors display in other modules, the date here is the first place to look.



Field	Description	Impacts to Other Functional Areas
Action	Displays the personnel action taken.	If incorrect, may produce errors in other functional areas.
Reason	Displays the reason for the personnel action.	If incorrect, may produce errors in other functional areas.
Job Indicator	Indicator Displays if the job is the employee's primary or secondary job. It defaults to "Primary" if the employee only has one job.	
Position Number	Displays the position number the employee is hired into.	If incorrect, may affect benefit options, access to timesheet, and pay.
Position Entry Date	Displays the date the employee was hired into the position.	If attempting to use a date for the employee related to this job that is prior to this date, an error will occur.
Company	Displays the 3-character company code (Agency) that is associated with the position.	If incorrect, could impact access to timesheet and cause inaccurate reporting.
Business Unit	Displays the numerical code and description for the Agency associated with the position.	If incorrect, could impact access to timesheet and cause inaccurate reporting.
Department	Displays the department code and description associated with the position.	If incorrect, will cause inaccurate reporting.
Location	Displays the physical location the position will reside.	If incorrect, could impact benefit options availability.



Bottom section of **Work Location Details** screenshot:

Last Start Date 07/10/2023 STD Claim Number Layoff Notice Date				
	Turn Off Auto Pay O Yes ® No		Crevan Engibility Play	
Job Data	Employment Data	Earnings Distribution	Benefits Program Participation	

Bottom section of the Work Location Details fields:

Field	Description	Impacts to Other Functional Areas
STD Claim Number	Displays the Short Term Disability claim number for an employee on Short Term Disability leave.	If incorrect, may cause inaccurate reporting.
Turn Off Auto Pay	Used for leave processing in order to pause an employee's salary and additional payment when turned on.	If incorrect option selected, may cause inaccurate leave and payroll processing.



Viewing the Job Information Tab in Job Data

Most of the information from the **Job Information** tab is pulled from the position the employee is hired into.

St	ep	Action						
1		After viewing Location tab	the Wo in Job D n Jot	p rk Location ta Data), click the	ab (details in Job Informa ayroll <u>S</u> alary	the pre ntion ta	evious section: <u>V</u> ab. <u>Compensation</u>	<u>iewing the Work</u>
The	Job I	nformation ta	b for the	e employee dis	splays.			
	<u>W</u> ork	Location Job Informa	tion Pay	yroll <u>S</u> alary Plan	Compensation			
	Green La Employee	wn		Emį	Empl ID pl Record 0			
	Job Inf	ormation Details ⑦					Q	1 of 3 🗸 🕨 🕨
		Effective Date	07/17/2023					Go To Row
		Effective Sequence	0			Action	Pay Rate Change	
		HR Status	Active			Reason	Competitive Salary Offer	
		Payroll Status	Active		Jo	b Indicator	Primary Job	- Current
		Job Code	19212		Prog Admin Specialist	II		ourient
		Entry Date	07/10/2023			soc	Code	
		Supervisor Level	E		Employee	Supervisor	Name CJS000290026740380	0 Foul Line
		Reports To	CJS00029	View Current Incumbents	Prog Admin Manager I	00267403	3800 Foul Line	
		Regular/Temporary	Restricted		Full/Part	Full-Time		
		Empl Class	Classified		Officer Code	None		
		Regular Shift	Not Applicab	le	Shift Rate			
		Classified Ind	Classified		Shift Factor			

Job Information Details fields:

Field	Description	Impacts to Other Functional Areas
Job Code	Displays the job code and description associated with the position the employee is hired into.	If incorrect, could affect the way timesheet data is displayed.
Reports To	Displays the position number, position description, and name of the individual who will approve the employee's timesheets and absence requests.	If incorrect, timesheet approvals and absence request approvals could be delayed.



Field	Description	Impacts to Other Functional Areas
View Current Incumbents	Clicking this link displays the person in the Reports To position's name, Employee ID, and Employee Record.	If incorrect, timesheet approvals and absence request approvals could be delayed.
Empl Class	Displays the employee's classification. (i.e., Wage, Classified, and Adjunct).	If incorrect, timesheet setup, benefits eligibility, and payroll distributions are affected.
SOC Code	Displays the Standard Occupational Code for the position.	If incorrect, will cause inaccurate reporting.
Supervisor Name	Displays the employee's supervisor's position number, Employee ID, and name.	If incorrect, may cause inaccurate reporting and delay access to performance management pages.

Standard Hours and USA sections screenshot:

Standard Hours ?				
Standard Hours	40.00	Work Period	W	Weekly
FTE	1.000000			
	Adds to FTE Actual Count?		Encumb	orance Override
Contract Number ⑦				
Contract Number			1	Next Contract Number
Contract Type				
FLSA Status	Professional	Work	Day Hours	
EEO Class	None of the Above			

Standard Hours and USA fields:

Field	Description	Impacts to Other Functional Areas
Standard Hours	Displays the hours per week the employee is expected to work based on their status of full-time, part-time, or quasi.	If incorrect, could impact absence management calculations, benefits eligibility, and the FTE value.



Field	Description	Impacts to Other Functional Areas	
FTE	Displays the fulltime equivalent value for the employee based on the standard hours.	If incorrect, could impact absence management calculations and benefits eligibility.	
FLSA Status	Displays the employee's status of either Professional (Exempt) or Non-exempt from the position.	If incorrect, it could affect the employee's overtime eligibility, timesheet options, and cause inaccurate reporting.	



Viewing the Payroll Tab in Job Data

Information on the **Payroll** tab identifies how the employee's absences are managed, their pay group assignment, and other payroll attributes.

St	ер	Action						
1		After viewing Information ta	the Job II b in Job [Job Info	nformation Data), click t	tab (det the Payr ^{2ayroll}	ails in the oll tab. <u>S</u> alary Plan	previous section	: <u>Viewing the Job</u>
The	Payro Work	Location Job Informatic	mployee	displays.	Compensation Empl ID			
	Payroll Information ③						Q	
		Effective Sequence HR Status Payroll Status	07/17/2023 0 Active Active			Action Reason Job Indicator	Pay Rate Change Competitive Salary Offer Primary Job	- Current
Рауго		Payroll System Absence System Il for North America ⑦	Payroll for North A Absence Manager	merica nent				
		Pay Group Employee Type Tax Location Code GL Pay Type Combination Code	SM1 S 760	Semimonthly Class Salaried Richmond (City)	(SUNSAT07)	Holiday F	r Schedule HOLSAL ICA Status Subject Edit ChartFields	Sal.HolSch

Payroll Information and Payroll for North America fields:

Field	Description	Impacts to Other Functional Areas
Absence System	Identifies whether Cardinal is used to manage the employee's time and attendance activity. Options are:Absence Management: managed within Cardinal	If incorrect, the wrong pay group options are available, and absences are managed incorrectly.
	 Other: hourly employee or managed by non-Cardinal system 	



Field	Description	Impacts to Other Functional Areas	
Pay Group	Identifies the pay group assignment (i.e., Semi-monthly, or Bi-Weekly).	If incorrect, causes inaccurate benefit withholdings, time reporting options and pay.	
Tax Location Code	Displays the code for the work location for the employee. Any changes to this value must be communicated to Payroll.	If incorrect, affects the tax distribution setup and causes inaccurate reporting.	
Holiday Schedule	Displays the calendar associated with paid holidays for the employee.	If incorrect, may cause the wrong holidays to display on the timesheet and inaccurate payroll processing.	
FICA Status	Displays the employee's status for Federal Insurance Contributions which are deducted from each paycheck. The value defaults to "Subject".	If incorrect, may cause inaccurate paycheck deductions and inaccurate reporting.	

Absence Management System section screenshot:

Pay Group SM1	Semi-monthly Classified
etting	Eligibility Group VSDPELGGRP VSDP Eligibility Group
Use Pay Group Eligibility	Exchange Rate Type
☑ Use Pay Group Rate Type ☑ Use Pay Group As Of Date	Use Rate As Of

Absence Management fields:

Field	Description	Impacts to Other Functional Areas	
Pay Group	The value for the pay group here should match the pay group above in the Payroll for North America section.	If incorrect, employee information would be processed incorrectly in Absence management.	
Eligibility Group	Displays the eligibility group assigned to the employee that controls their available absence types.	If incorrect, may cause the wrong absence types to display in Absence management.	



Viewing the Salary Plan Tab in Job Data

Step	Action						
1.	After viewing Data), click th	After viewing the Payroll tab (details in the previous section: <u>Viewing the Payroll Tab in Job</u> <u>Data</u>), click the Salary Plan tab.					
The Sa	lary Plan tab for t	he employee displays.					
Wo	ork Location Job Informatio	n Payroll Salary Plan Compensation					
Green Employ	ireen Lawn Empl ID mployee Empl Record 0						
Salar	ry Plan Details ③						
	Effective Date	07/17/2023 Go To Row					
	Effective Sequence	0 Action Pay Rate Change					
	HR Status	Active Reason Competitive Salary Offer					
	Payroll Status	Active Job Indicator Primary Job					
	Salary Admin Plan Grade	SW Statewide 5 Statewide Salary Grade 5 Grade Entry Date 07/10/2023					
	Step	Step Entry Date					

Salary Plan Details fields:

Field	Description	Impacts to Other Functional Areas	
Salary Admin Plan	Displays the salary plan derived from the job code on the position.	If incorrect, affects the timesheet options and the salary if it does not fall within the minimum and maximum ranges.	
Grade	Displays the grade derived from the job code on the position. It determines the minimum and maximum ranges for salary.	If incorrect, affects the timesheet options and the salary if it does not fall within the minimum and maximum ranges.	



Viewing the Compensation tab in Job Data

The **Compensation** tab houses details related to the employee's compensation amount.

Step	Action						
1.	After viewing the Salary Plan tab (details in the previous section: <u>Viewing the Salary Plan</u> <u>Tab in Job Data</u>), click the Compensation tab. <u>Work Location</u> <u>Job Information</u> <u>Payroll</u> <u>Salary Plan</u> <u>Compensation</u>						
The Com	pensation tab for th	e employee	displays.				
Work Loc	ation Job Information Payroll	Salary Plan	Compensation				
Green Lawn Employee			Empl ID Empl Record	0			
Compensa	tion Details ⑦					Q 1 of 3 v)	
	Effective Date 07/17/202	}				Go To Row	
	Effective Sequence 0			Action	Pay Rate Change		
	HR Status Active			Reason	Competitive Salary Off	ffer	
	Payroll Status Active			Job Indicator	Primary Job	Current	
	Compensation Rate	2,208.3333333			Frequency	S Semimonthl	
► Compa	arative Information ⑦						

Compensation Details fields:

Field	Description	Impacts to Other Functional Areas	
Compensation Rate	Displays the payment amount based on the pay frequency specified in the (pay) Frequency field to the right.	If incorrect, will cause incorrect payment amount, number of payments, and VRS benefit calculations.	
Frequency	Displays the frequency in which the employee is paid (i.e., S - Semimonthly or H – Hourly).	If incorrect, will cause incorrect payment amount or incorrect number of payments.	



Pay Components section:

Pay	Pay Components () Q Automatic Observation Description in						
	Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	
1	STATE	0	53,000.000000	USD	А		
	Calculate Compensation						

Pay Components fields:

Field	Description	Impacts to Other Functional Areas	
Rate Code	Displays the type of pay the employee is receiving. (i.e., STATE for state salary or NAHRLY for hourly for wage employees).	If incorrect, causes inaccurate pay or withholding calculations.	
Comp Rate	Displays the annual compensation amount for salaried employees and the hourly rate for wage employees.	If incorrect, causes inaccurate pay calculations.	
Frequency	Displays either "A – Annual" for salaried employees or "H – Hourly" for wage employees.	If incorrect, causes inaccurate pay calculations.	



Viewing the Benefit Program Eligibility Participation Page in Job Data

The **Benefits Administration Eligibility** section houses the fields that determine which Agency is billed for an employee's benefits, whether the employee is responsible for completing and submitting their timesheet in Cardinal, the number of contract months, and number of payments per year.

Step	Action				
1.	After viewing Compensation of any tab o	g the Compensatio ion Tab in Job Data n the Job Data pag	on tab (details in the pre), click the Benefits Pro je.	vious section: <u>Viewing the</u> ogram Participation link at t	the bottom
	Job Data	Employment Data	Earnings Distribution	Benefits Program Participation	

The **Benefit Program Participation** page for the employee displays.

een Lawn		Empl ID			
nployee		Empl Record	0		
enefit Status ⑦				Q •	1 of 3 🗸 🕨 🕨
Benefit Record Number	с О				Go To Row
Effective Date	07/17/2023				
Effective Sequence	0	Action	Pay Rate Change		
HR Status	Active	Reason	Competitive Salary Offer		
Payroll Status	Active	Job Indicator	Primary Job		-
Benefits System	Benefits Administration		Benefit	s Employee Status	Current Active
Annual Benefits Base Rate		USD	ACA Eligibility Detai	ls	
Benefits Administration Eligibility	0				
BAS Group ID					
Elig Fld 1		Elig Fld 2	140001000	Elig Fld 3	Y
Elig Fld 4		Elig Fld 5		Elig Fld 6	
Elig Fld 7		Elig Fld 8	12-24	Elig Fld 9	SF-GB

Benefits Administration Eligibility fields:

Field	Description	Impacts to Other Functional Areas
Elig Fld 1	Displays the VRS Eligibility Code which is populated by the VRS interface.	If incorrect, may cause benefit deduction and Additional Pay (VRS Code) issues.



Field	Description	Impacts to Other Functional Areas
Elig Fld 2	Displays the Healthcare Group ID which identifies which Agency to bill for health insurance premiums.	If incorrect, may cause benefit enrollment issues, and delay in vendor coverage.
Elig Fld 3	Displays who will enter time for the employee. Y – employee will enter or N – employee will not enter.	If incorrect, may affect access to timesheet.
Elig Fld 8	Displays the contract length and number of pays used for enrollment of the cash match.	If incorrect, may cause benefit enrollment and deduction issues.
Elig Fld 9	Displays the code that identifies the nature of the employee and how the health premiums are paid.	If incorrect, may cause benefit enrollment and vendor payment issues.

Benefits Program Participation Details section:

Effective Date 07/10/2023 Currency Code USD Benefit Program SAL Salaried Employee Benefit Pgm	Benefit Program Participation Deta	ils 🕐		Q	 ↓ 1 of 1 ∨ 	▶ View All
	Effective Date Benefit Program	07/10/2023 SAL	Currency Code USD Salaried Employee Benefit	Pgm		

Benefits Program Participation Details fields:

Field	Description	Impacts to Other Functional Areas
Effective Date	Displays the date the employee is eligible for benefit program selection.	If incorrect, may cause benefit enrollment issues.
Benefit Program	Displays the type of benefit program (i.e., Salary, Wage or Retirement).	If incorrect, inaccurate benefits and deductions applied.



Viewing the Employment Information Page in Job Data

The **Employment Information** page houses many importance service dates, employee's probation expiration date, and the employee's telework eligibility.

Step	Action				
1.	After viewing Viewing the bottom of the	y the Benefits Prog Benefit Participation e page.	r am Participation panticipation panticipation panticipation (n 1997), o	age (details in the previous click the Employment Data	section: I link at the
	Job Data	Employment Data	Earnings Distribution	Benefits Program Participation	
The Empl	ovment Infor	mation page for th	e employee displays		

Syment information page for the employee displays.

Proop Lawn			Empl ID				
mplovee		Em	In Record	0			
inployee		200	priceord	v			
Organizational Instance ⑦							
Organizational Instance Rcd	0	Original §	Start Date	07/10/20)23	Ove	erride
Last Start Date	07/10/2023	First §	Start Date	07/10/20)23		
Termination Date				Years	Months	Days	
Org Instance Service Date	07/10/2023	Override	e,	0	8	12	
Organizational Assignment Data (?)							
Instance Record							
Last Assignment Start Date	07/10/2023		First As	signmen	t Start 07/	10/2023	
Assignment End Date							
Home/Host Classification	Home			Years	Months	Days	Time Reporter Data
	07/10/2023	Override	00	0	8	12	
Company Seniority Date	0111012020	— Our second state			8	12	
Company Seniority Date Benefits Service Date	07/10/2023	Override	с.	0	•		
Company Seniority Date Benefits Service Date Seniority Pay Calc Date	07/10/2023 07/10/2023	OverrideOverride	ر. د	0	8	12	
Company Seniority Date Benefits Service Date Seniority Pay Calc Date VSDP Sick/PER Leave Efft Date	07/10/2023 07/10/2023 07/10/2023	 Override Override 	¢,	0 0 0	8 8	12 12	
Company Seniority Date Benefits Service Date Seniority Pay Calc Date VSDP Sick/PER Leave Efft Date Probation Date	07/10/2023 07/10/2023 07/10/2023	 Override Override 	ې پ Last V	0 0 0 /erificatio	8 8 n Date	12 12	
Company Seniority Date Benefits Service Date Seniority Pay Calc Date VSDP Sick/PER Leave Efft Date Probation Date Business Title	07/10/2023 07/10/2023 07/10/2023 07/10/2023 Prog Admin	Override Override Specialist II	ی پ Last V	0 0 0 /erification	8 8 n Date	12 12	
Company Seniority Date Benefits Service Date Seniority Pay Calc Date VSDP Sick/PER Leave Efft Date Probation Date Business Title Employee Eligible for Tel	07/10/2023 07/10/2023 07/10/2023 Prog Admin ework?	Override Override Specialist II Employee Eligible for Tele	ی لast V ework	U O Verification	8 8 n Date enure Status	12 12 12 s/Contrac	t Type
Company Seniority Date Benefits Service Date Seniority Pay Calc Date VSDP Sick/PER Leave Efft Date Probation Date Business Title Employee Eligible for Tel Alternate Leave Plan	07/10/2023 07/10/2023 07/10/2023 Prog Admin ework?	Override Override Specialist II Employee Eligible for Tele Alternate Work	Last V ework	U O Verification Te	8 8 n Date enure Status	12 12 12 s/Contrac	t Type
Company Seniority Date Benefits Service Date Seniority Pay Calc Date VSDP Sick/PER Leave Efft Date Probation Date Business Title Employee Eligible for Tel Alternate Leave Plan VSDP Enroll Date	07/10/2023 07/10/2023 07/10/2023 Prog Admin lework?	Override Override Specialist II Employee Eligible for Tele Alternate Work	Last V Last V ework Schedule	U O Verification Te	8 8 n Date enure Status	12 12 12 s/Contrac	t Type



Organizational Assignment Data fields:

Field	Description	Impacts to Other Functional Areas
VSDP Sick/PER Leave Efft Date	This field is updated systematically using data in the Veteran's Service Credit Months and the Annual Leave Eligibility Date fields.	If incorrect, this will affect the employee's balance.
Probation Date	Displays the date the employee's probation expires.	N/A
Employee Eligible for Telework?	Displays whether or not the employee is eligible for a telework agreement.	N/A
Alternate Leave Plan	Displays the leave eligibility group for employees whose Agencies do not use Cardinal Absence Management.	If missing or incorrect, the leave accrual, leave balances, and reporting may be inaccurate.
VSDP Enroll Date	Displays the date provided to the VSDP program vendor to determine the original program enrollment date.	If missing or incorrect, may affect the employee's eligibility for Short Term Disability.

Person Employment Dates section screenshot:

Person Employment E	ates (?)			
Continuous Sta	te Service Date	07/10/2023	Previous State Service Months	0
Annual Leave	Eligibility Date	07/10/2023	Veteran's Service Credit Months	0
			Total Service Credit Months	0
🖻 🛄 U SA				
Job Data	Employme	nt Data	Earnings Distribution	Benefits Program Participation

Person Employment Dates fields:

Field	Description	Impacts to Other Functional Areas
Continuous State Service Date	Displays state employment time without any break in service.	If missing or incorrect, eligibility for severance and benefits at layoff could be calculated incorrectly.



Field	Description	Impacts to Other Functional Areas
Annual Leave Eligibility Date	Is populated for all VPA covered employees and salaried employees for agencies that use Cardinal Absence Management.	If missing or incorrect, will impact the employee's leave accrual.
Previous State Service Months	Displays the months of prior service when an employee has had a break in service.	If missing or incorrect, employee's state service calculations, leave balances, and reporting would be inaccurate.
Veteran's Service Credit Months	Displays the months of military service the employee is getting credit for.	If missing or incorrect, leave balances and reporting would be inaccurate.
Total Service Credit Months	Displays the sum of Previous State Service Months and Veteran's Service Credit Months.	In missing or incorrect, the Annual Leave Eligibility Date, employee's leave balance, and reporting would be inaccurate.



Viewing the Maintain Teleworker Page

If an employee is eligible for a teleworker agreement, it is entered and maintained on the **Teleworker Status** page.

Use this page to review an employee's teleworker eligibility and agreement if one exists.

Step	Action	
1.	Navigate to the Maintain Teleworker page using the following path:	
	NavBar > Menu > Workforce Administration > Job Information > Maintain Teleworkers	

The Maintain Teleworkers Find an Existing Value page displays.

← Cardinal Homepage	Maintain Teleworkers
Maintain Teleworker Find an Existing Va ~ Search Criteria Enter any information you h	rs alue
Recent Searches	Choose from recent searches V 🆉 📮 Saved Searches Choose from saved searches V
	Empl ID begins with v Q Empl Record = v Q
	Name begins with
Sec	
Alternate C	Middle Name begins with v
	Show fewer options Case Sensitive Include History Search Clear
For more i "Overview Website in	nformation pertaining to the Cardinal HCM Search pages, refer to the Job Aid of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Job Aids under Learning .
Enter the e Note : Use Employee	employee's Employee ID in the Empl ID field. rs can also search for the applicable employee using the various Name fields i ID is not known.
Empl ID	begins with 🖌



Step	Action					
3.	Click the Include History checkbox option.					
	Case Sensitive Include History					
4.	Click the Search button.					
	Search Clear					
The Maintain Teleworker page displays (Telework Status tab).						
	Telework Status					
	JOHN DOE Employee Empl ID Empl Record 0					
	Job Information Job Title Direct Service Associate III Position Title Employment Services Spec Sr Full/Part Time Full-Time Regular/Temporary Regular Employee Eligible Employee Eligible for Telework? Employee Eligible for Telework					
	Telework Details Q I I I View All *Start Date 07/05/2022 *End Date 07/04/2023 •• •• *Approved Telework Days per Week 1 Out of State					

Job Information section fields:

Field	Description	Impacts to Other Functional Areas
Position Eligible for Telework	If checked, indicates that the employee's position is eligible for telework.	N/A
Employee Eligible for Telework?	Identifies if the employee is eligible for a telework agreement or not.	N/A



Telework Details section fields:

Field	Description	Impacts to Other Functional Areas
Start and End Dates	Displays the start and end date of the telework agreement.	N/A
Approved Telework Days per Week	Displays the number of days per week teleworking is authorized for the employee.	N/A