Managing an Inter-Agency Transfer Overview

The Transfer Employee business process refers to the movement of an employee from one position to another position. This Job Aid addresses the following transfer transaction, otherwise known as an Inter-Agency Transfer:

- An employee transfers from one state Agency to another state Agency

Coordination between the Sending and Receiving Agencies is imperative as the effective dates and Action/Reasons of the transactions must be entered correctly by both Agencies to prevent inaccurate breaks in service and healthcare. The Sending Agency should enter a Termination/Transfer Out transaction, and the Receiving Agency should enter a Hire/Transfer In (XXX) transaction. The Sending Agency enters the transfer date (i.e., termination/transfer out effective date) as the day after last day worked (e.g., transfer date is 1/1/2026, but last day worked was 12/31/2025). The Receiving Agency must use the same date or the next day to prevent a break in service. The DHRM Policy Team recommends the following:

"The Receiving Agency should consult with the Sending Agency and determine the resignation/separation date. If there is a difference that involves a few days, then we encourage the former agency to approve the employee's use of LWOP and expand the separation date so there is no break in service."

If applicable, the Receiving Agency must also update the employee's Agency Provided Email address in Personal Data, update the employee's telework agreement and process a leave balance adjustment.

All salaried employees who are transferring from one Agency to another must be terminated from their Sending Agency prior to being hired into their Receiving Agency. When these employees are in active salaried positions in both Agencies, Anthem, Aetna, and other healthcare providers receive data files that show the employee as active in two Agencies, which results in both records cancelling. When this data mismatch occurs, the healthcare vendors do not receive the updated information regarding the Agency change and the transferring employee loses health benefits coverage.

When transferring an employee from one Agency to another, the Agency Benefits Administrator will need to review benefit elections of the employee once the transfer to the Receiving Agency is complete. For more details, see the Job Aid titled **BN361 Managing Terminations and Transfers** located on the Cardinal website in **Job Aids** under **Learning**.

If the Receiving Agency uses Cardinal Absence Management, the HR Administrator of the Receiving Agency should request the salaried employee's leave balances as of the date of transfer from the Sending Agency. Leave balances do not transfer automatically in Cardinal, therefore the Receiving Agency will have to process a balance adjustment in the Time and Attendance module when the transfer is complete. For further details on balance adjustments, see the Job Aid titled **TA374 Managing Absence Balances** located on the Cardinal website in **Job Aids** under **Learning**.

Per DHRM policy, Service Credit for Annual Leave Accruals, the annual leave accrual rate is determined by using state service and a veteran's service in the military, National Guard or Reserves. Veteran's service is determined by adding the net active service, total prior active service, and total prior inactive service data found on the form DD-214. To assist in identifying employees who are eligible, the RHR294-Disability and Veteran Service Report can be used. In order to run this report, the user must have the manager role due to the disability information on the report.

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.

Table of Contents

Revision History

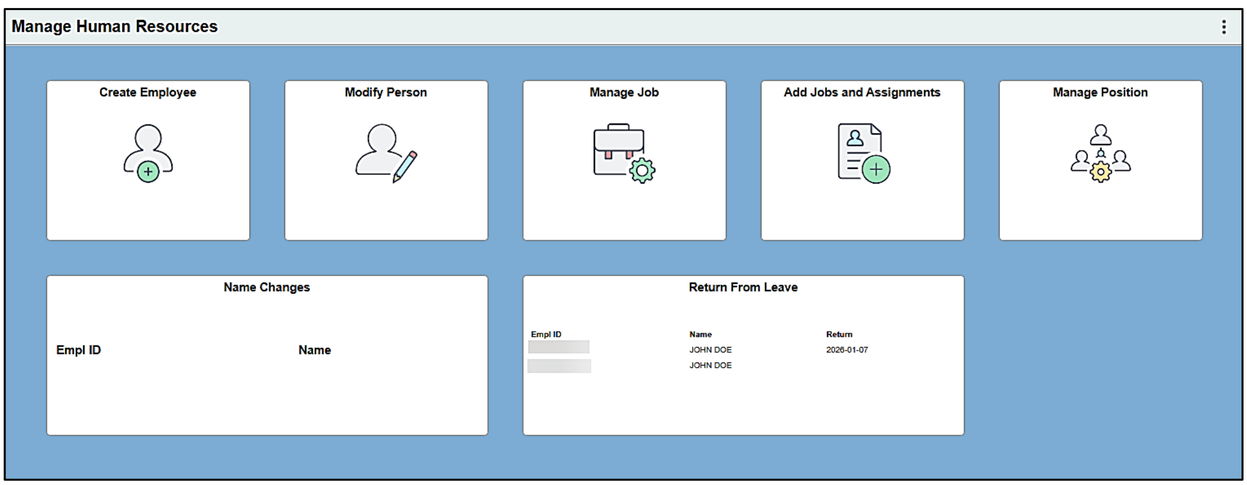
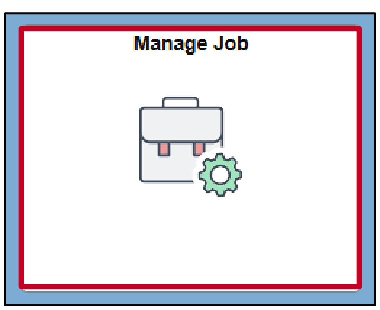
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
11/14/2025	Direct Deposit information added to the **Updating the Employee Job Data** section, including references to the Request Direct Deposit page.
4/29/2025	Updated the screenshot of the **Benefit Program Participation** page, updated the screenshot of the **Benefits Administration Eligibility** section, and added additional information regarding the Eligibility Fields.
3/1/2025	Updated the screenshots of the Search pages. Added reference information to the **Overview of the Cardinal HCM Search Pages** Job Aid.

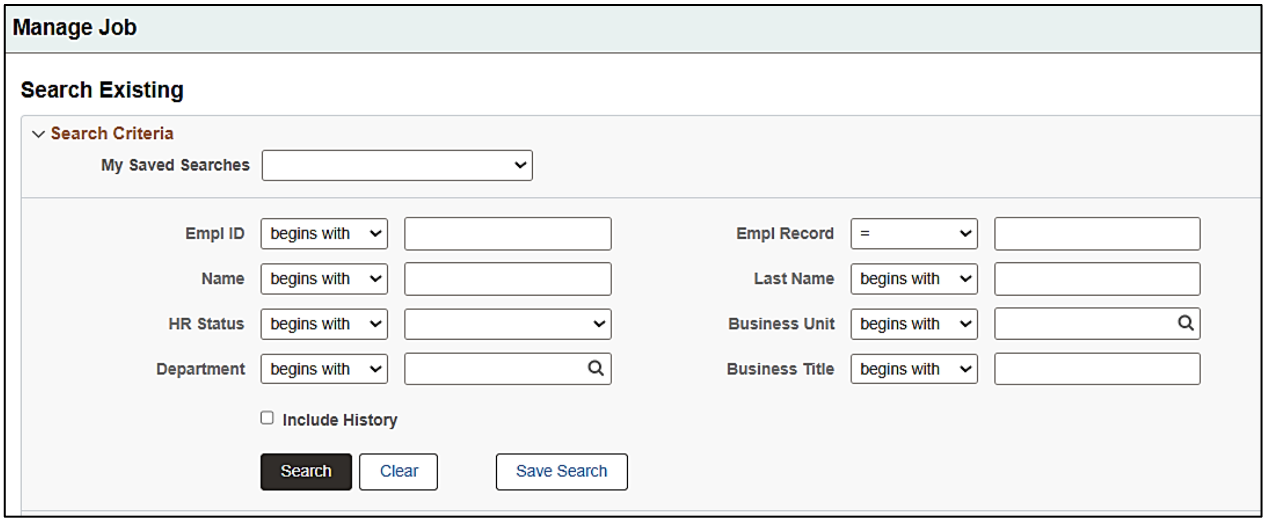
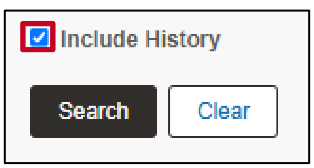
Sending Agency Tasks

Termination/Transfer Out

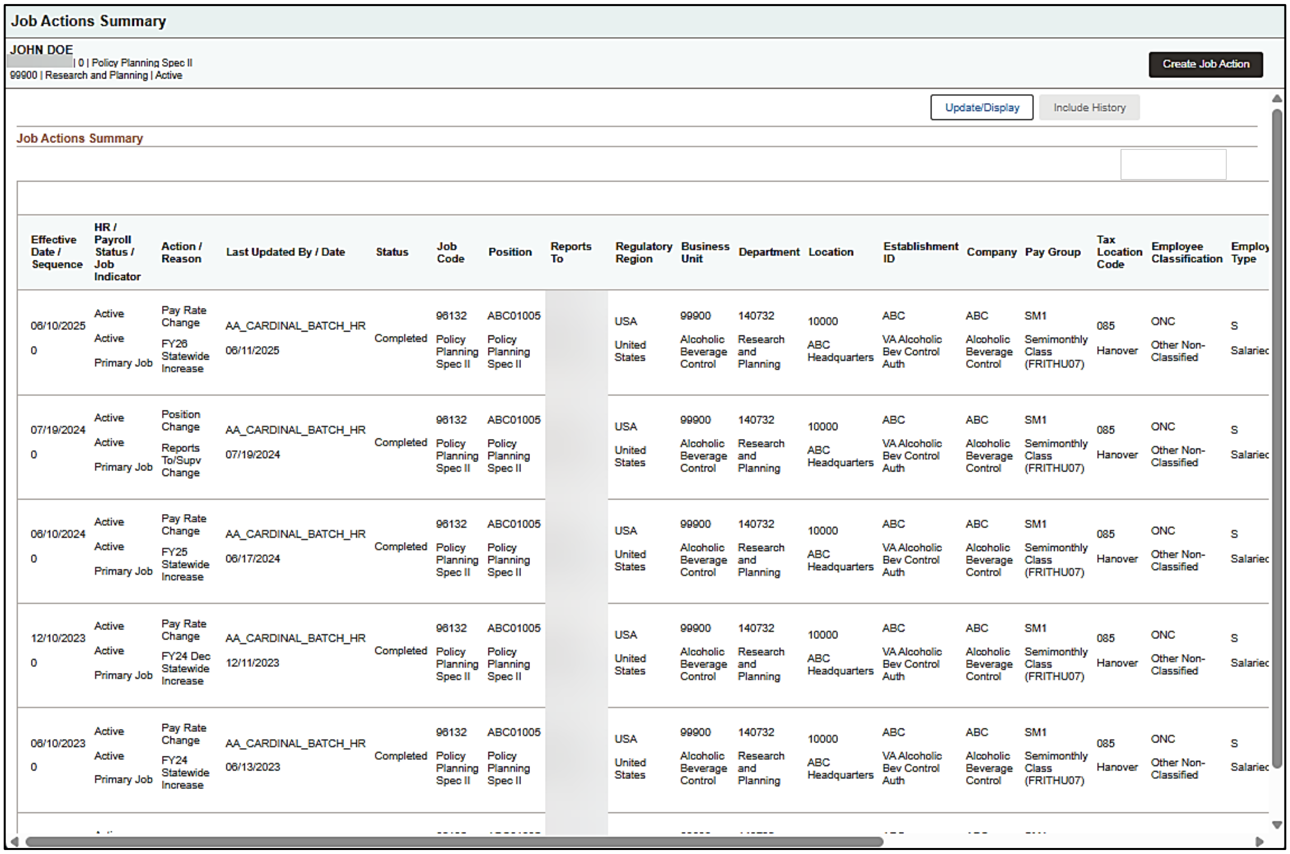
Before beginning, the Sending Agency must coordinate the termination effective date with the Receiving Agency.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Job Actions Summary page by clicking the Manage Human Resources tile on the Cardinal HCM Homepage.

</td></tr>
<tr><td colspan="2">The Manage Human Resources page displays.

</td></tr>
<tr><td>2.</td><td>Click the Manage Job tile.

</td></tr>
</table>

Step	Action
	The **Manage Job Search Existing** page displays. 
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
3.	Click the **Include History** checkbox option. 
4.	Click the **Search** button. 

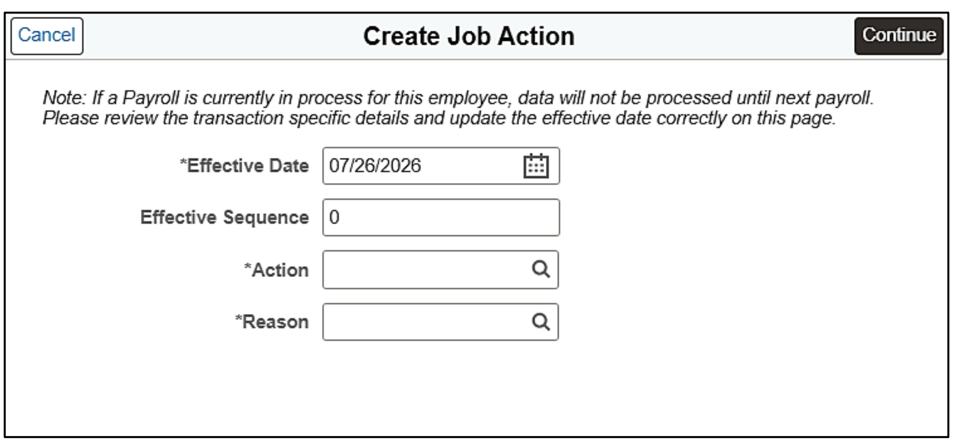
Step	Action
The **Job Actions Summary** page displays.	

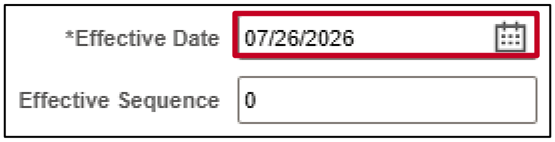
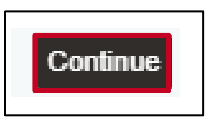


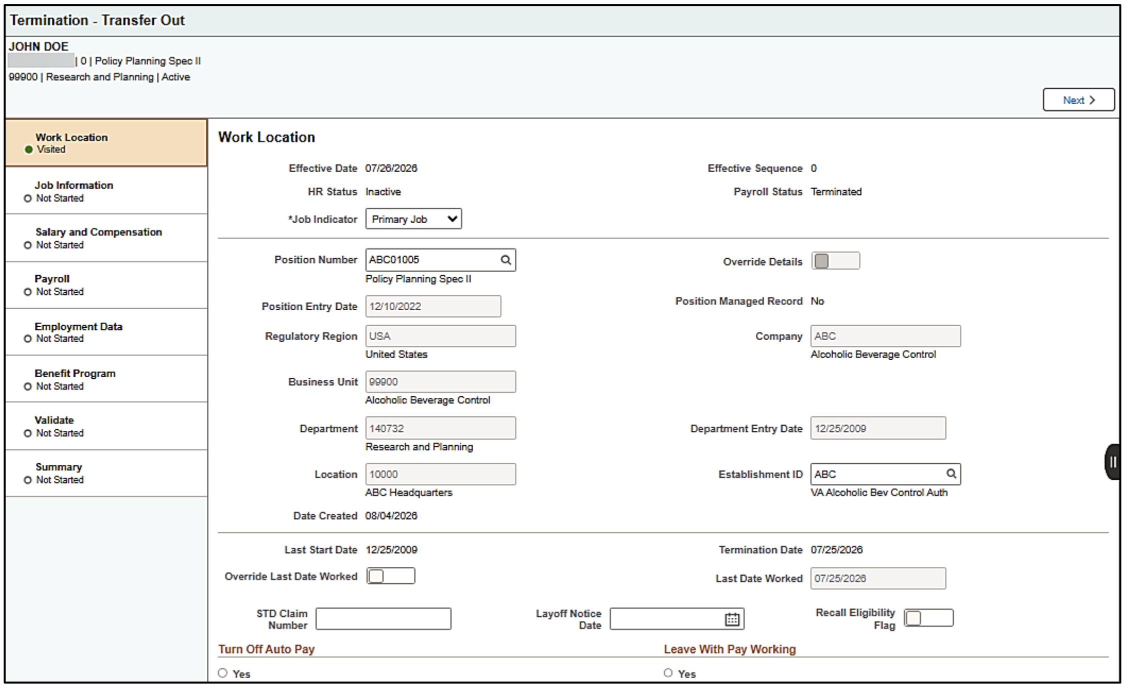
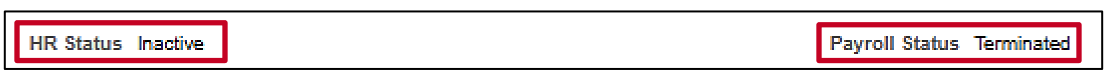
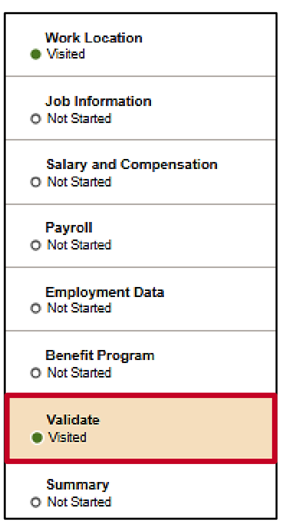
Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Last Updated By / Date	Status	Job Code	Position	Reports To	Regulatory Region	Business Unit	Department	Location	Establishment ID	Company	Pay Group	Tax Location Code	Employee Classification	Employ Type
06/10/2025 0	Active Active Primary Job	Pay Rate Change FY26 Statewide Increase	AA_CARDINAL_BATCH_HR 06/11/2025	Completed	98132 Policy Planning Spec II	ABC01005 Policy Planning Spec II		USA United States	99900 Alcoholic Beverage Control	140732 Research and Planning	10000 ABC Headquarters	ABC VA Alcoholic Bev Control Auth	ABC Alcoholic Beverage Control	SM1 Semimonthly Class (FRITHU07)	085 Hanover	ONC Other Non-Classified	S Salariec
07/19/2024 0	Active Active Primary Job	Position Change Reports To/Supv Change	AA_CARDINAL_BATCH_HR 07/19/2024	Completed	98132 Policy Planning Spec II	ABC01005 Policy Planning Spec II		USA United States	99900 Alcoholic Beverage Control	140732 Research and Planning	10000 ABC Headquarters	ABC VA Alcoholic Bev Control Auth	ABC Alcoholic Beverage Control	SM1 Semimonthly Class (FRITHU07)	085 Hanover	ONC Other Non-Classified	S Salariec
06/10/2024 0	Active Active Primary Job	Pay Rate Change FY25 Statewide Increase	AA_CARDINAL_BATCH_HR 06/17/2024	Completed	98132 Policy Planning Spec II	ABC01005 Policy Planning Spec II		USA United States	99900 Alcoholic Beverage Control	140732 Research and Planning	10000 ABC Headquarters	ABC VA Alcoholic Bev Control Auth	ABC Alcoholic Beverage Control	SM1 Semimonthly Class (FRITHU07)	085 Hanover	ONC Other Non-Classified	S Salariec
12/10/2023 0	Active Active Primary Job	Pay Rate Change FY24 Dec Statewide Increase	AA_CARDINAL_BATCH_HR 12/11/2023	Completed	98132 Policy Planning Spec II	ABC01005 Policy Planning Spec II		USA United States	99900 Alcoholic Beverage Control	140732 Research and Planning	10000 ABC Headquarters	ABC VA Alcoholic Bev Control Auth	ABC Alcoholic Beverage Control	SM1 Semimonthly Class (FRITHU07)	085 Hanover	ONC Other Non-Classified	S Salariec
06/10/2023 0	Active Active Primary Job	Pay Rate Change FY24 Statewide Increase	AA_CARDINAL_BATCH_HR 06/13/2023	Completed	98132 Policy Planning Spec II	ABC01005 Policy Planning Spec II		USA United States	99900 Alcoholic Beverage Control	140732 Research and Planning	10000 ABC Headquarters	ABC VA Alcoholic Bev Control Auth	ABC Alcoholic Beverage Control	SM1 Semimonthly Class (FRITHU07)	085 Hanover	ONC Other Non-Classified	S Salariec

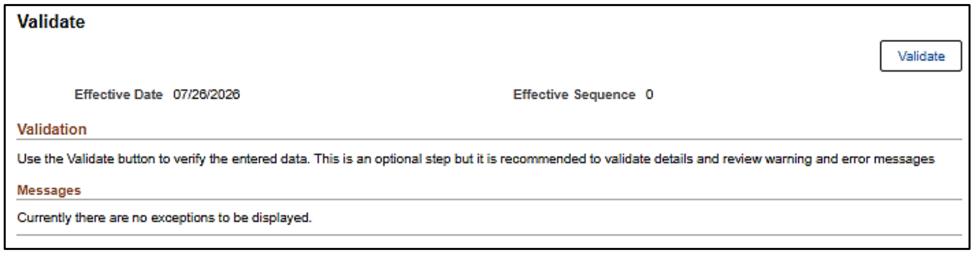
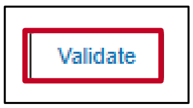
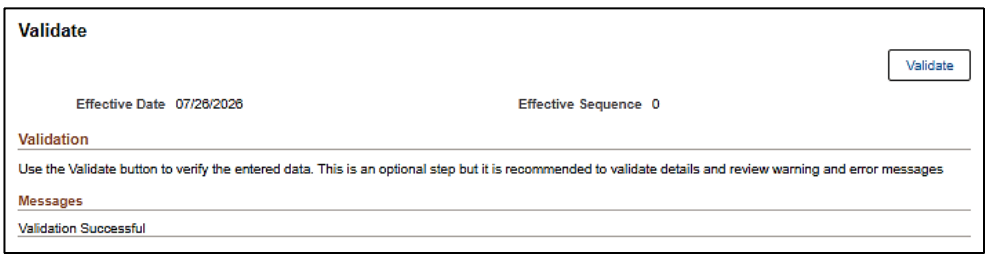
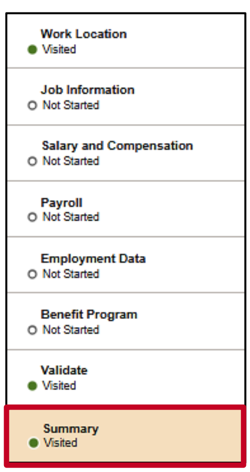
Step	Action
5.	Click the **Create Job Action** button to add a new effective dated row.

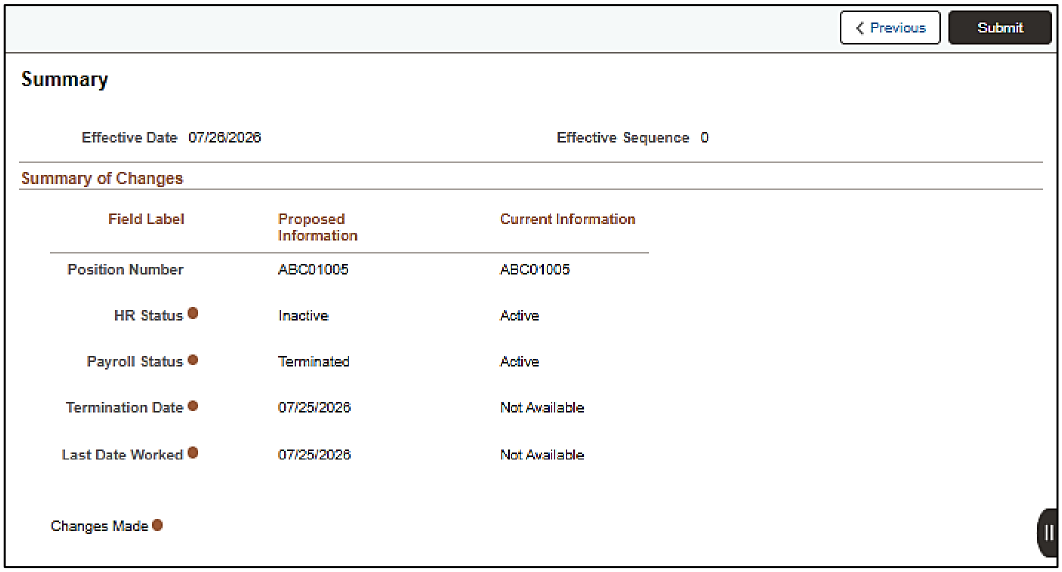
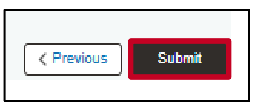
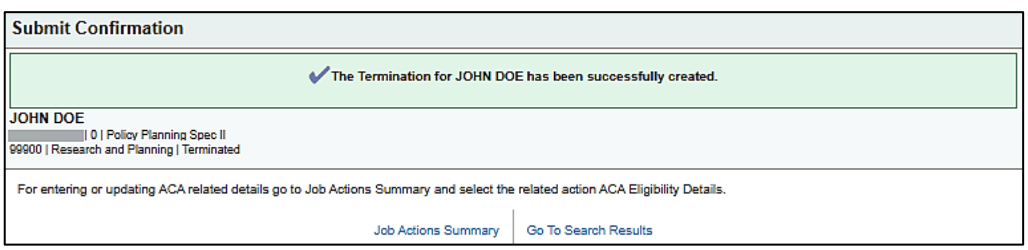
The **Create Job Action** page displays in a pop-up window.



Step	Action
6.	The **Effective Date** field defaults to the current system date. Update this date to the correct date using the **Calendar** icon. **Note**: The **Effective Sequence** field will auto-populate. 
	Set the termination Effective Date to one day after the employee's last day worked (or last day on payroll). For example, if the employee's last day worked is 07/25/2026, the termination Effective Date should be 07/26/2026. For further information on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating** located on the Cardinal website in **Job Aids** under **Learning**.
7.	Click the **Action** field dropdown button and select “TER” (“Termination”). 
8.	Click the **Reason** field dropdown button and select “XFO” (“Transfer Out”). 
9.	Click the **Continue** button. 

Step	Action
	The **Work Location** page displays. 
10.	After selecting the Action and Reason codes, the **HR Status** and **Payroll Status** fields automatically update. Validate that the HR status displays as "Inactive" and the Payroll status displays as "Terminated". 
11.	Click the **Validate** tab. 

Step	Action
The **Validate** page displays. 	
12.	Click the **Validate** button. 
The **Validation** page refreshes with a **Messages** section. 	
13.	Review the **Messages** section. **Note**: Users should validate every transaction to review and address any warnings and/or errors that may have occurred. Warnings can be bypassed, but errors must be addressed before submitting (the **Messages** section will display an **Error** message and the validation will fail). Select the **Proceed with warning** checkbox option if applicable.
14.	Click the **Summary** tab. 

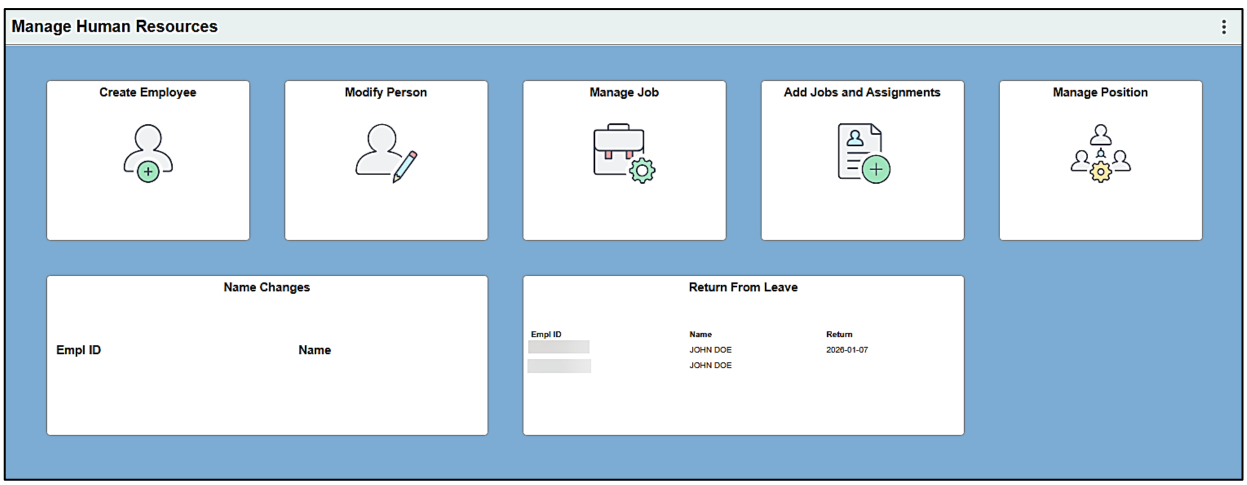
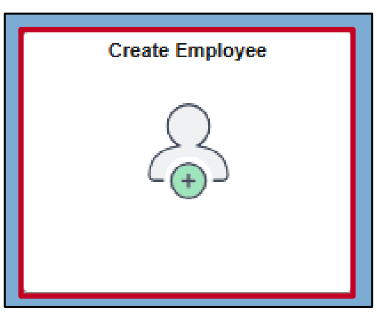
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Summary page displays.

</td></tr>
<tr><td>15.</td><td>Review the Summary of Changes section, and then click the Submit button.

</td></tr>
<tr><td colspan="2">The Submit Confirmation page displays.

</td></tr>
</table>

Receiving Agency Tasks

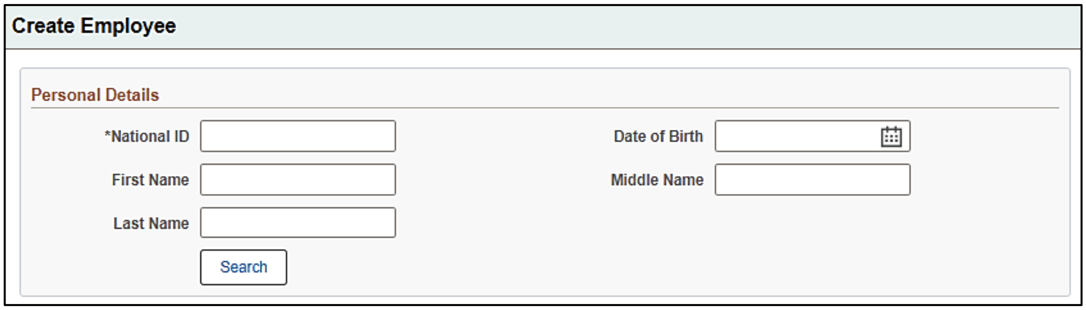
Reviewing the Organizational Relationship page

The Receiving Agency must review the **Organizational Relationship** page to ensure the Sending Agency has processed the termination transaction to transfer the employee out of their Agency.

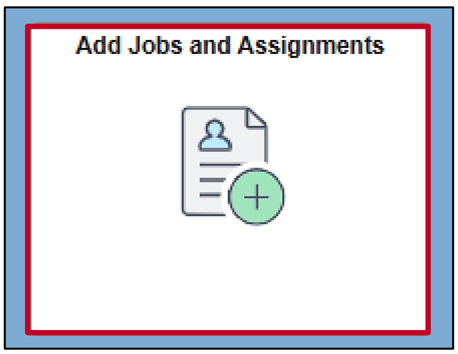
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Organizational Relationship page by clicking the Manage Human Resources tile on the Cardinal HCM Homepage.

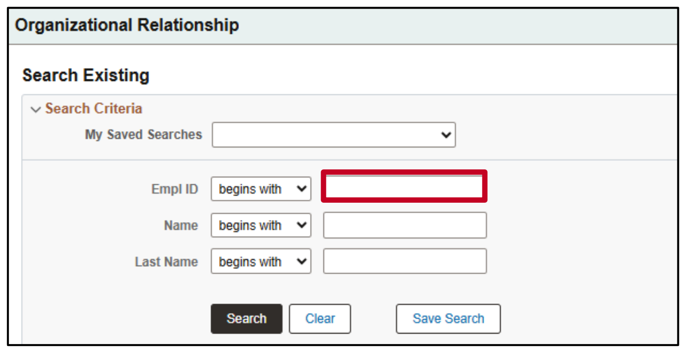
</td></tr>
<tr><td colspan="2">The Manage Human Resources page displays.

</td></tr>
<tr><td>2.</td><td>Click the Create Employee tile.

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Create Employee Search page displays.



</td></tr>
<tr><td>ℹ</td><td>Users can also search from the Add Jobs and Assignments tile, and entering the employee's Employee ID.



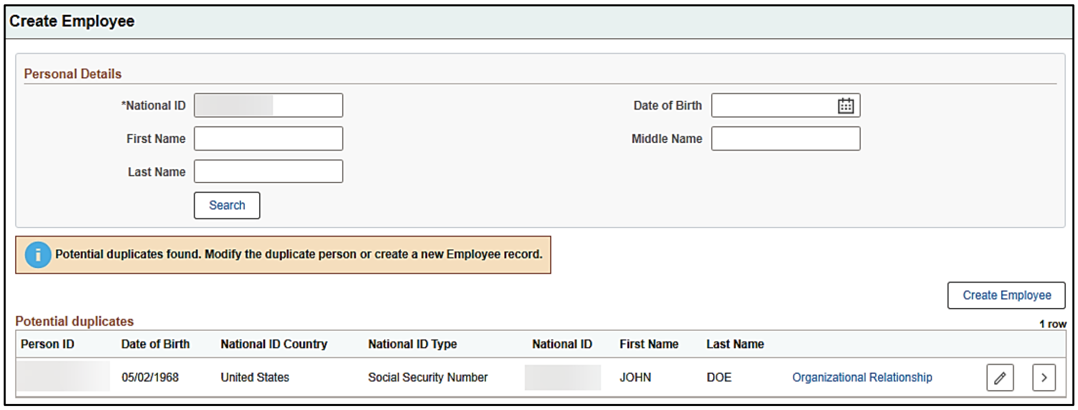


For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td>3.</td><td>Enter the employee's SSN in the National ID field.

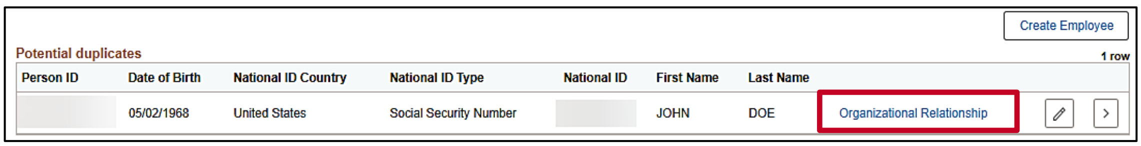
</td></tr>
<tr><td>4.</td><td>Click the Search button.

</td></tr>
</table>

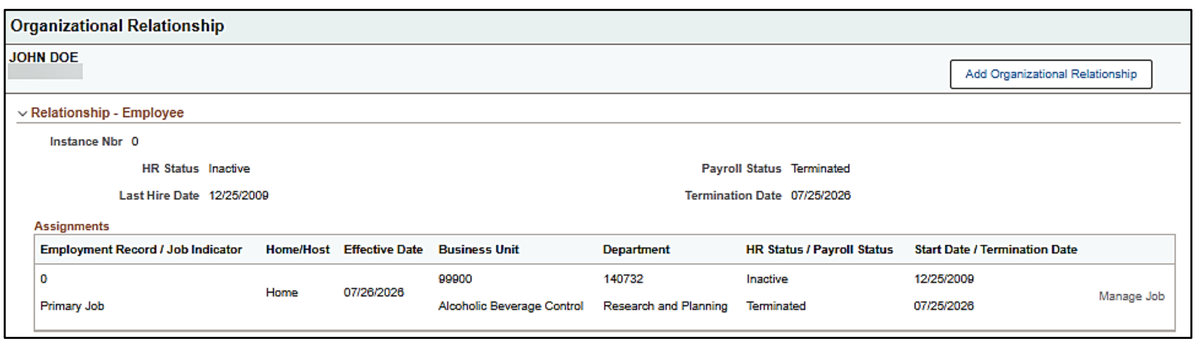
Step	Action
The **Create Employee** page redisplays with an Information Message and the **Potential duplicates** section displayed.	



Step	Action
5.	Click the **Organizational Relationship** link.



The **Organizational Relationship** page displays.



	All active and inactive assignments for the employee will display on this page.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>

Review the information and validate that it is consistent with the information obtained from the Sending Agency. If the information is not consistent, contact the Sending Agency and/or employee. At a minimum, the following information should be reviewed:

a. **Name** and **Employee ID** fields: The Name and Employee ID are displayed at the top of the page. Confirm this is the correct information.

b. **HR Status** field: Should be “Inactive”. If it is “Active”, contact the Sending Agency and/or employee to coordinate the timing (date) for the termination and new hire/rehire transaction.

c. **Payroll Status** field: Should be “Terminated”. If the status is not “Terminated”, contact the Sending Agency and/or employee to coordinate the timing (date) for the termination and new hire/rehire transaction.

d. **Effective Date** field: Should match the agreed upon effective date.

</td></tr>
<tr><td>i</td><td>

The Sending and Receiving Agencies **MUST** coordinate the effective date of termination and hire/rehire to prevent a break in service. To evaluate the impact of a possible break in service, see the Job Aid titled **HR351 Managing Service Dates and Breaks in Service** located on the Cardinal website in **Job Aids** under **Learning**.

</td></tr>
<tr><td>7.</td><td>

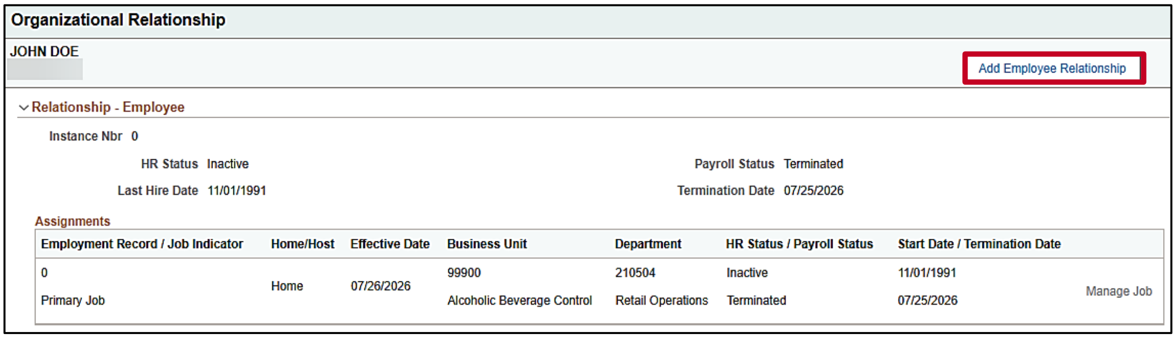
If it is determined on the **Organizational Relationship** page that the employee was previously employed by the Receiving Agency and is being hired back as the same type of employee (e.g., Wage to Wage or Salary to Salary), click the **Manage Job** link to create a new job action. This hires the employee back into the same Employee Record they previously held. Follow the instructions in the Job Aid titled **HR351 Completing a Rehire** located on the Cardinal website in **Job Aids** under **Learning**.

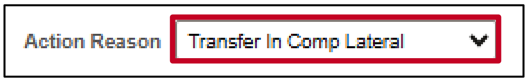
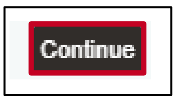
Otherwise, continue to **Step 8** on the next page to add an organizational relationship.

</td></tr>
</table>

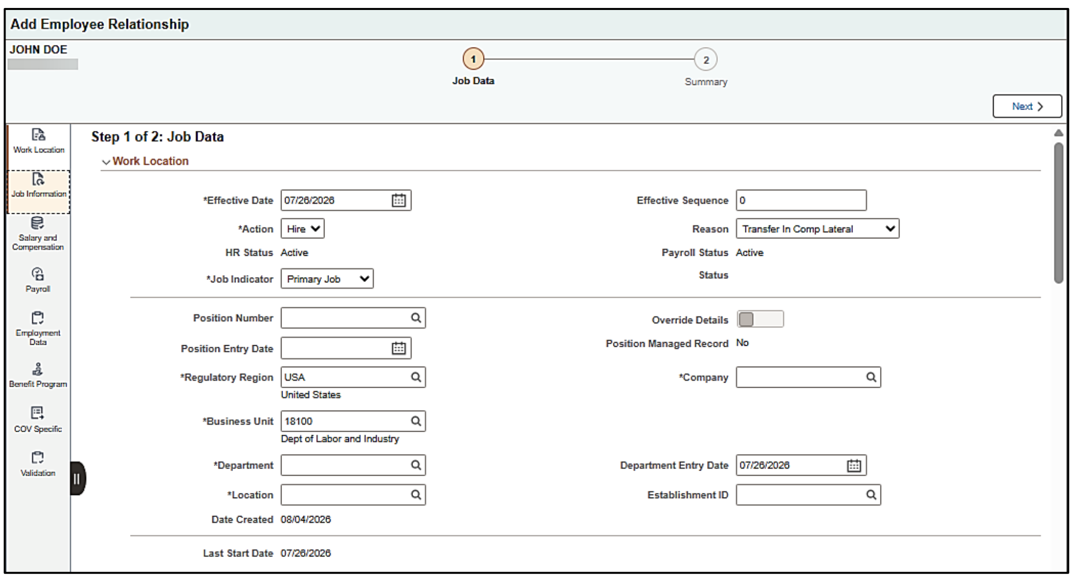
Adding an Organizational Relationship

Validate that the position information is correct prior to adding an organizational relationship to the employee’s Job Data. If the Position Data is incorrect, cancel the action and make corrections to the position before assigning the employee to the position.

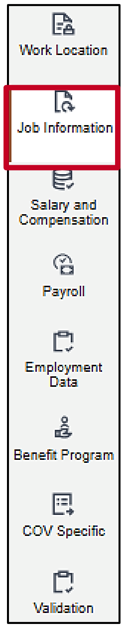
Step	Action
8.	Click the **Add Employee Relationship** button. 
The **Add Employee Relationship** page displays in a pop-up window. 	
9.	The **Effective Date** field defaults to the current system date. Update this date to the applicable date of transfer. The **Action** field defaults to “Hire”. No other options are available. 
ℹ	Classified/VPA employees cannot have a break in service between the Termination and Hire/Rehire actions. Refer to **DHRM Policy 2.10 Hiring** for additional guidance.

Step	Action
10.	Click the **Reason** field drop-down button and select the applicable Transfer In reason. **Note**: “Transfer In Comp Lateral” has been selected in this example. 
(i)	For further information on valid Action and Reason code combinations, see the Job Aid titled **HR351 Action Reason Codes** located on the Cardinal website in **Job Aids** under **Learning**.
11.	Click the **Continue** button. 

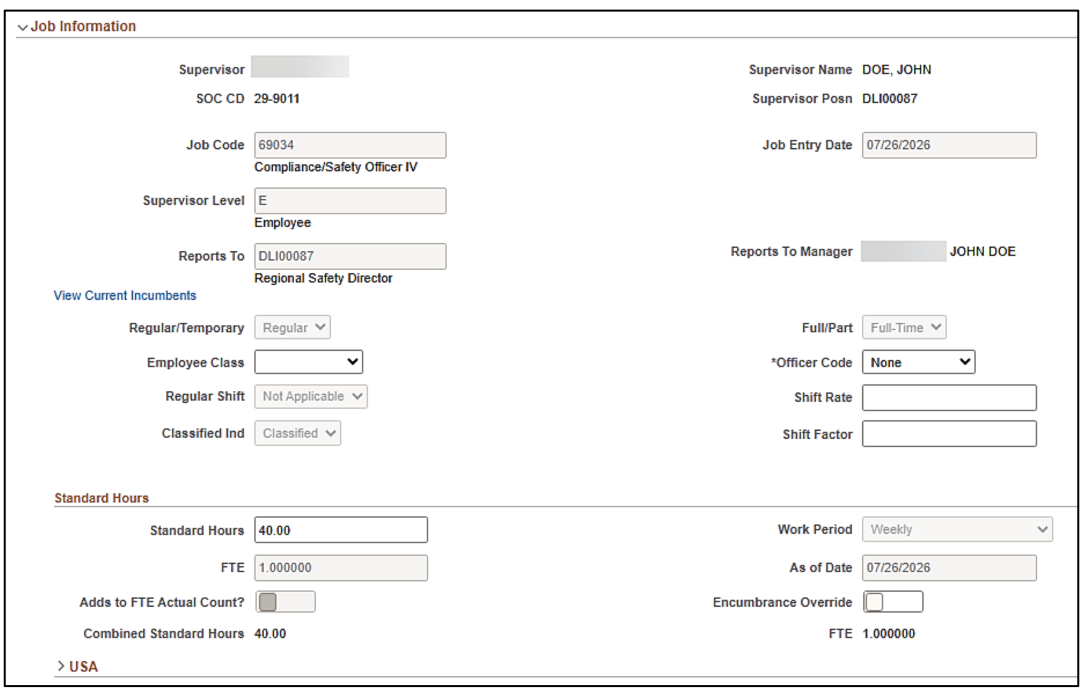
The **Add Employee Relationship** (**Step 1 of 2: Job Data**) page displays with the **Work Location** tab displayed by default.

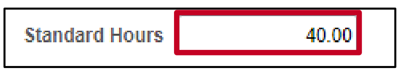
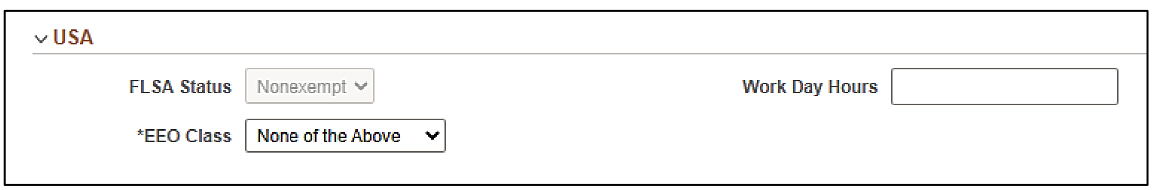


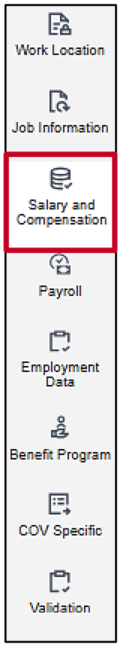
Step	Action
12.	Enter the employee’s Position Number in the **Position Number** field. 
(i)	The remaining position related fields on this page will auto-populate once the Position Number is entered. If the Position Data is not correct (this includes verifying whether the position is eligible for telework), cancel the action, and make corrections to the position before assigning the employee to the position. For more information on reviewing position data, see the Job Aids titled **HR351 Managing Position Data** and **HR351 Managing Employee Teleworker Data**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**.

Step	Action
13.	After verifying the Position Data, click the **Job Information** tab. 

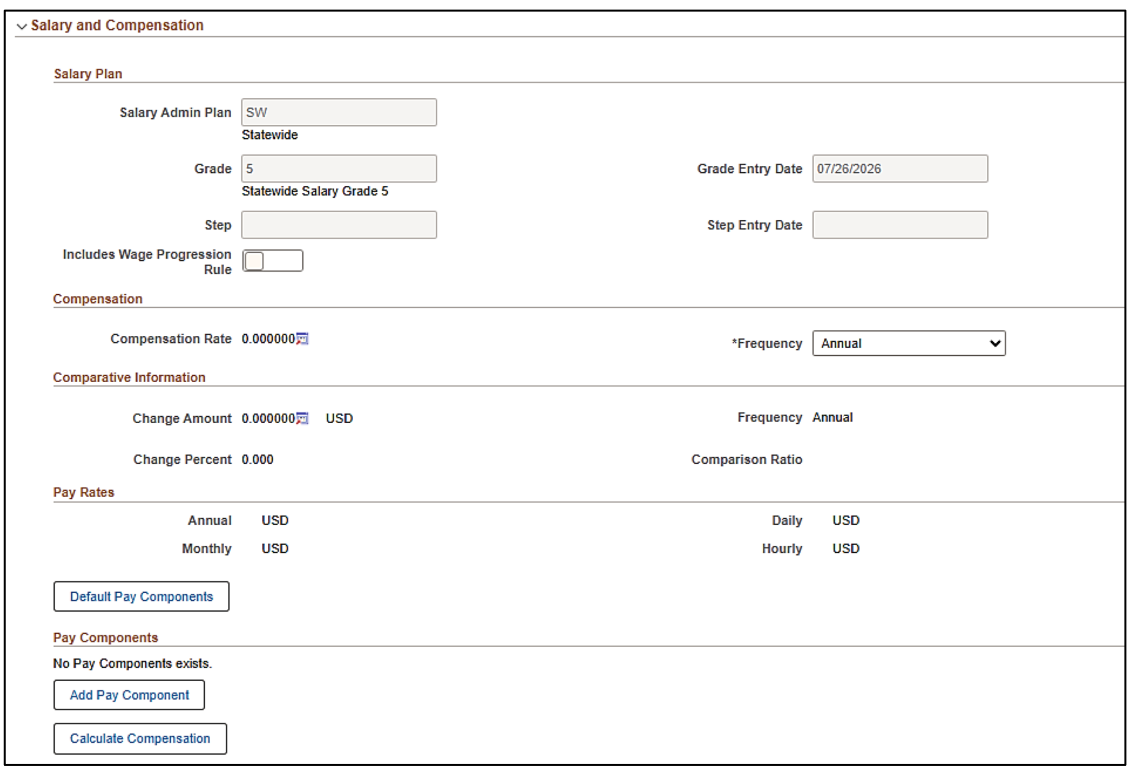
The **Job Information** section displays.

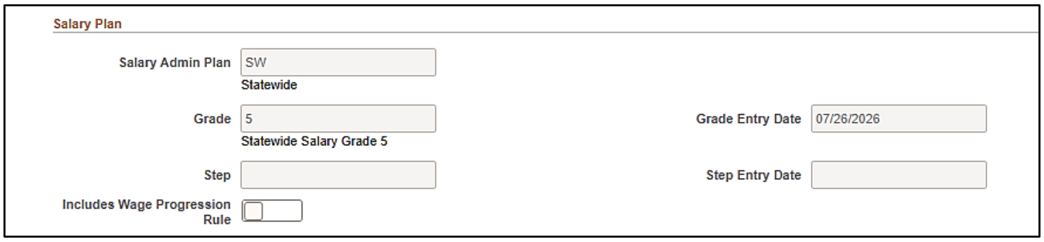
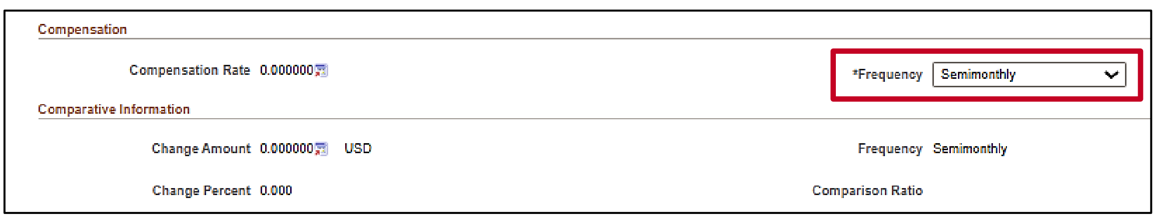
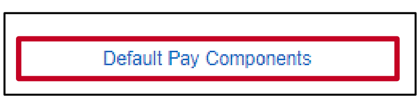


Step	Action
14.	Review the information within the **Job Information** section. These values are populated when the Position Number is selected in the **Work Location** section. If the information is not correct, cancel the action and make corrections to the position before assigning the employee to the position.
15.	Click the **Employee Class** dropdown button and select the applicable Employee Class. This is a required field. For further information on selecting the appropriate employee classification, see the Job Aid titled **HR351 Employee Class Overview** located on the Cardinal website in **Job Aids** under **Learning**. 
	The **Action/Reason**, **Employee Class**, and **Job Code** fields are key fields in the VRS file nightly extract from Cardinal to VRS. The VNAV reconciliation will be difficult and time consuming if incorrect data is entered.
16.	The **Standard Hours** field defaults to “40” for Full-Time status. If the position is Part-Time or Quasi, update the **Standard Hours** field to reflect the number of hours the employee will be working (e.g., 34, 35, 36, etc.) and tab out of the field. 
17.	The **FTE** field will calculate after tabbing out of the **Standard Hours** field. The **Full/Part** field defaults based on the information entered for the position.
The **USA** section displays. 	
18.	Review the **USA** section for accuracy. **Note**: The FLSA Status defaults from the Position Data. If updates are needed, they must be made on the **Manage Position** page. The **EEO Class** and **Work Day Hours** fields are not utilized at this time.

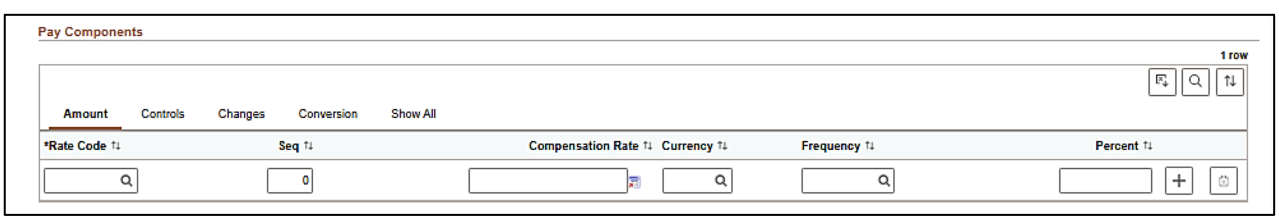
Step	Action
19.	Click the **Salary and Compensation** tab. 

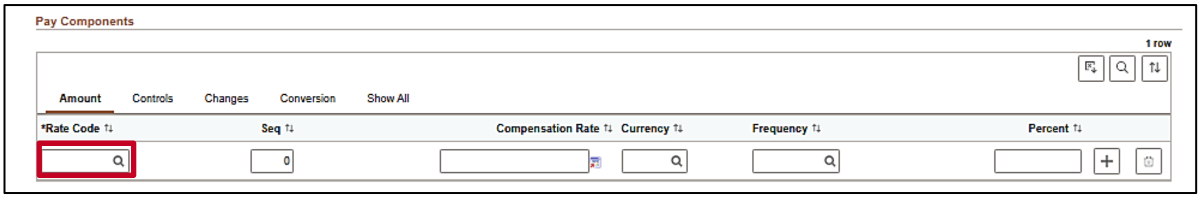
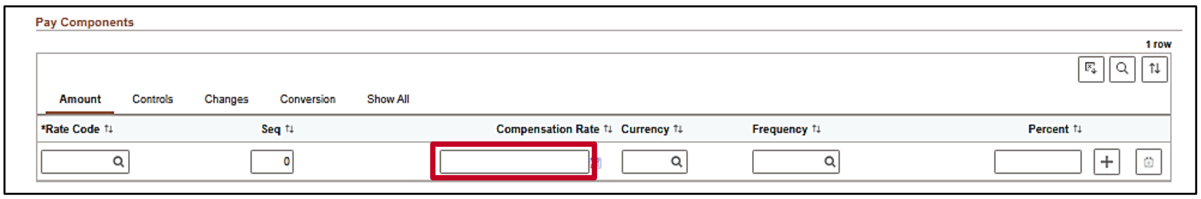
The **Salary and Compensation** section displays.



Step	Action
20.	Review the **Salary Plan** section for accuracy. **Note**: This information comes from the position. 
	The **Includes Wage Progression Rule** toggle field is not utilized in Cardinal. Do not update. 
	If the Salary Plan information is incorrect, cancel the action and make corrections to the Position before assigning the employee to the Position. The Salary Admin Plan/Grade may change for the employee if this action is a promotion or demotion. For further information on updating Position Data, see the Job Aid titled **HR351 Managing Position Data**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
21.	In the **Compensation** section, click the **Frequency** dropdown button and select the employee's pay frequency ("Semimonthly", "Hourly", "Biweekly", etc.). 
22.	Click the **Default Pay Components** button. 

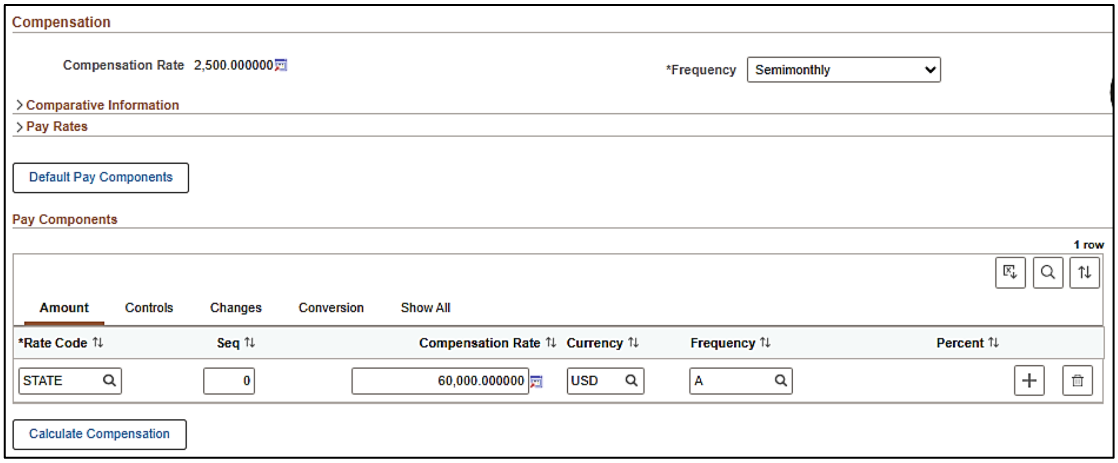
The **Pay Components** section displays.



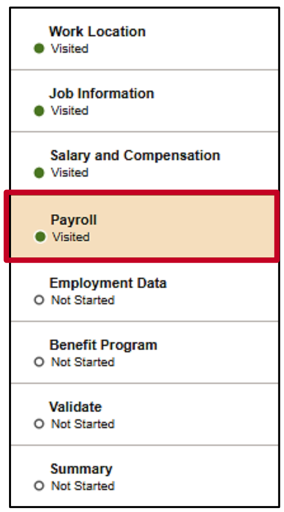
Step	Action
23.	Click the **Rate Code Look up** icon and select the applicable Rate Code. 
24.	Enter the compensation to pay the employee (Annual Salary or Hourly Rate) in the **Comp Rate** field. 
	The **Currency** will always be "USD" and the **Frequency** field defaults based on the Rate Code selected. Do not update these fields.
	If multiple Rate Codes need to be entered, click the **Add a New Row** icon (**+**) and repeat **Steps 22-23**. 
25.	Click the **Calculate Compensation** button. 

Step	Action

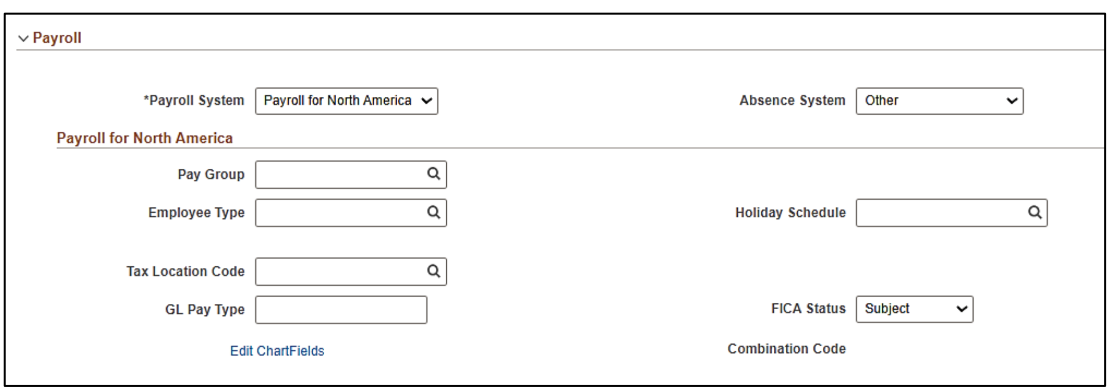
The **Pay Components** section refreshes, and the applicable compensation fields above populate.



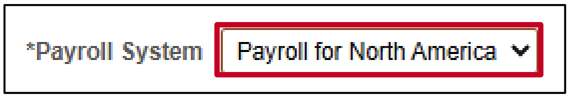
26. Click the **Payroll** tab.



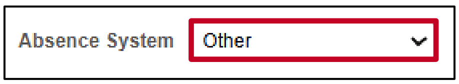
The **Payroll** section displays.

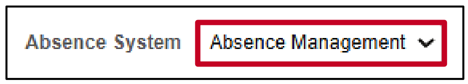


<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>The Payroll System field defaults to “Payroll for North America”. Do not change.



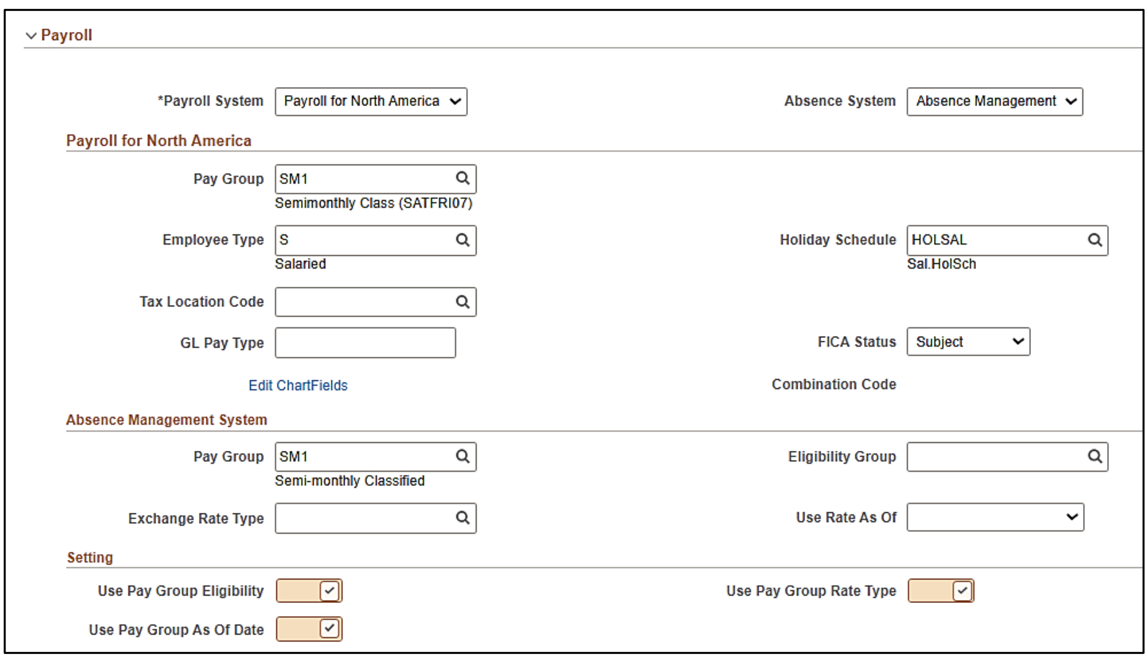
</td></tr>
<tr><td>27.</td><td>The Absence System field defaults to “Other”. If the Agency uses Cardinal Absence Management and the employee is salaried, click the Absence System dropdown button and select “Absence Management”. If the Agency uses any Absence Management system other than Cardinal Absence Management or if the employee’s Employee Class is “Wage”, keep the selection of “Other”.





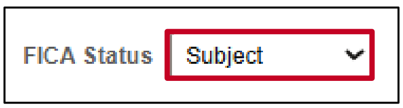
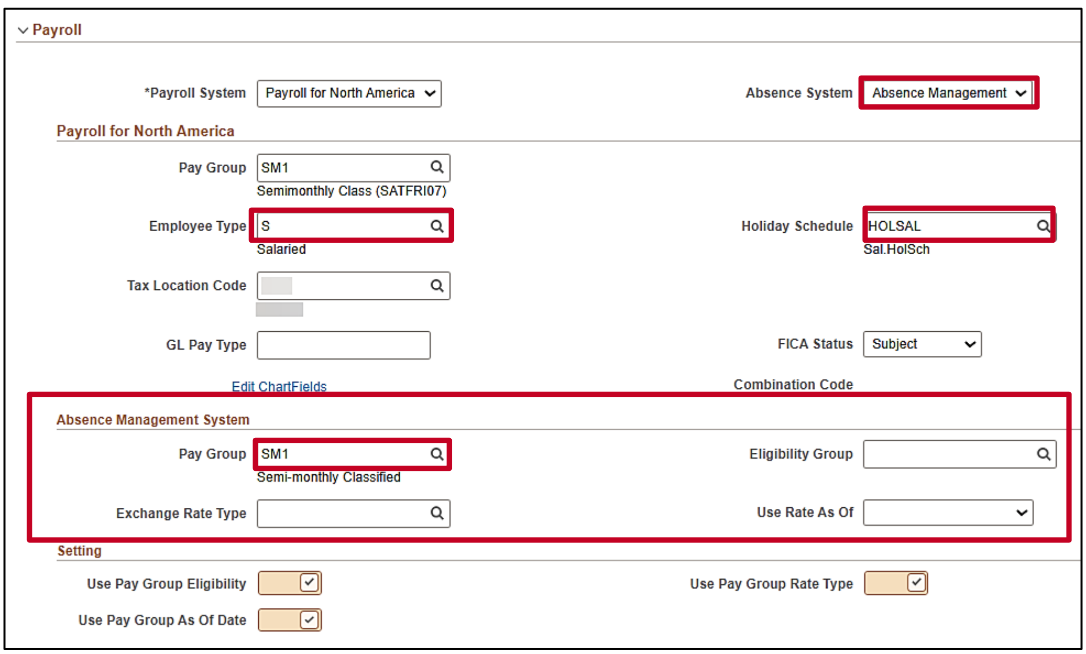
</td></tr>
<tr><td>28.</td><td>Click the Pay Group Look up icon within the Payroll for North America section and select the applicable Pay Group for the employee.

</td></tr>
<tr><td colspan="2">The Payroll section refreshes once the Pay Group is selected.

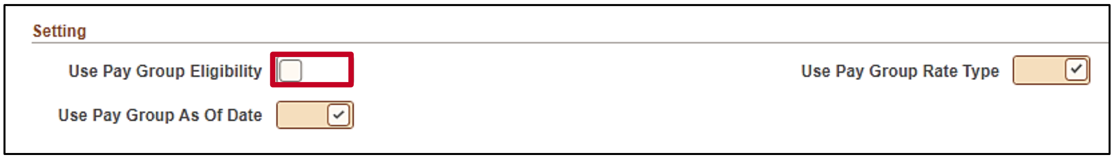


</td></tr>
<tr><td>29.</td><td>Click the Tax Location Code Look up icon and select the applicable code based on the location of the employee’s office.

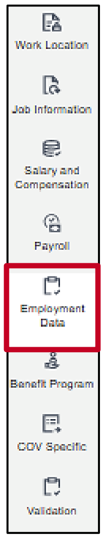
</td></tr>
</table>

Step	Action
	Updates made to the **Tax Location Code** will update the **Tax Data** pages in the Payroll module.
30.	The **FICA Status** field defaults to "Subject" for regular Social Security and Medicare tax withholdings. Update as needed based upon the following guidance: • Select "Exempt" if the employee is exempt from both Social Security and Medicare tax withholdings • Select "Medicare only" if the employee is only subject to Medicare tax withholdings 
31.	The **Employee Type** and **Holiday Schedule** fields default based on the Pay Group selected. If "Absence Management" is selected, the **Pay Group** field within the **Absence Management System** section auto-populates based on the Pay Group previously selected in the **Payroll for North America** section. 
32.	Click the **Eligibility Group Look up** icon and select the applicable Eligibility Group for the employee. 
	For further information on updating the Eligibility Group, see the Job Aid titled **TA374 Absence Management Leave Types and Eligibility**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

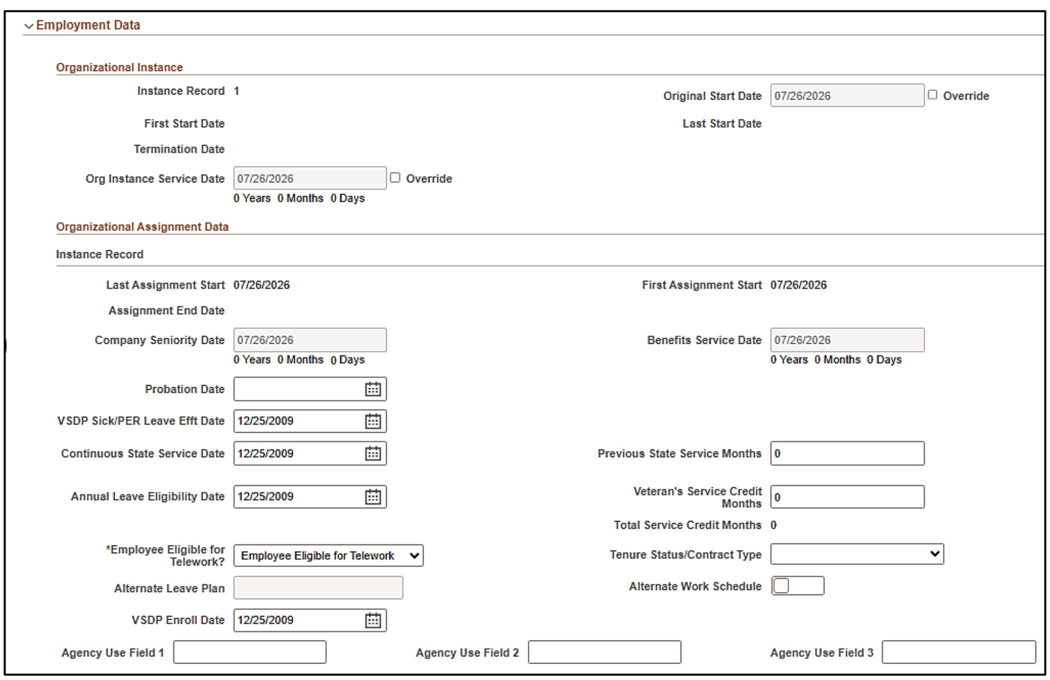
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>33.</td><td>The Use Pay Group Eligibility field toggle is selected by default. De-select this toggle.



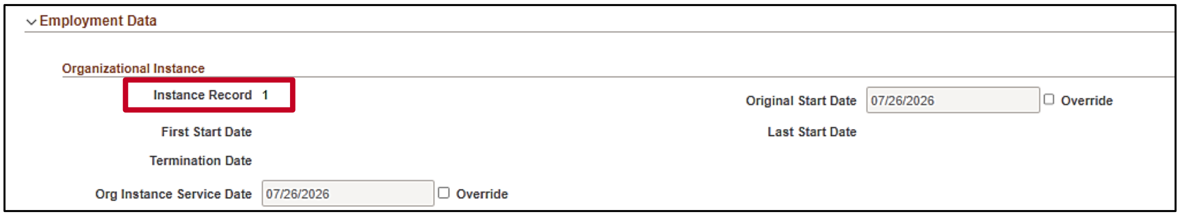
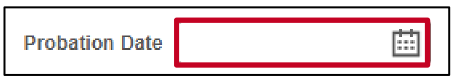
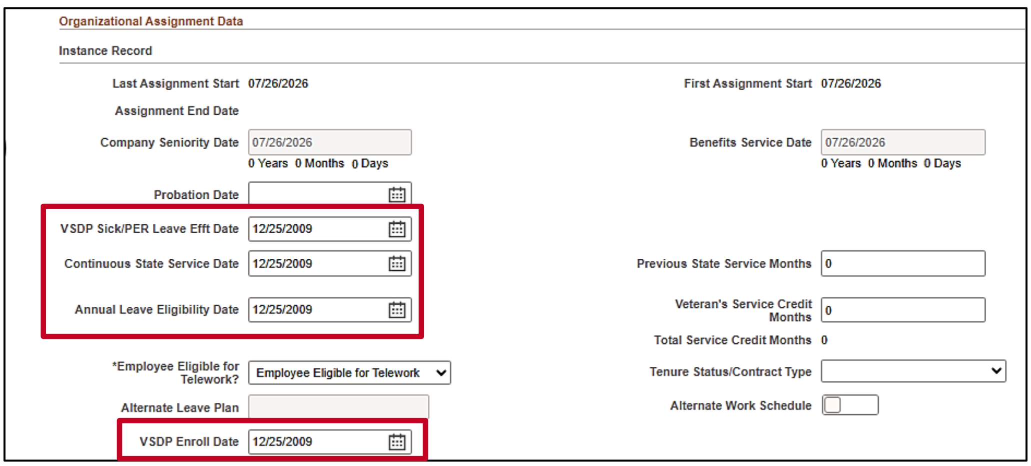
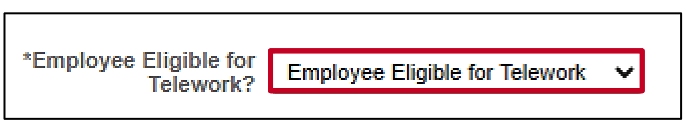
</td></tr>
<tr><td>34.</td><td>Click the Employment Data tab.



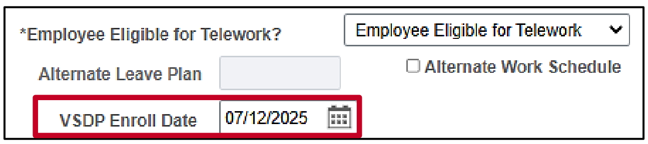
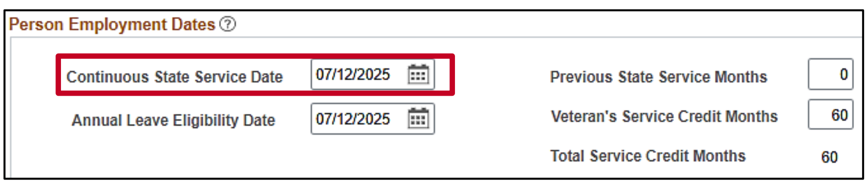
</td></tr>
<tr><td colspan="2">The Employment Data section displays.

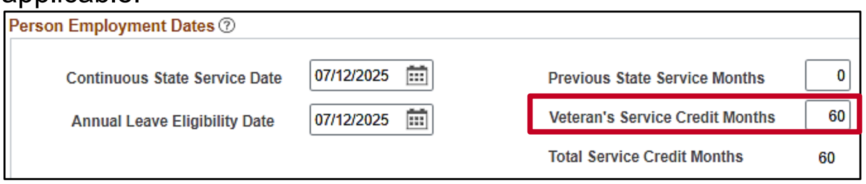


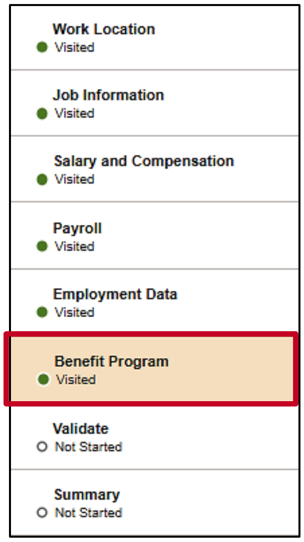
</td></tr>
</table>

Step	Action
	The **Instance Record** field will reflect the new employee record number for the employee. 
35.	If the employee is a Classified new hire employee, click the **Probation Date Calendar** icon and select the date one year from the hire/rehire date, if applicable. 
36.	Review the populated fields in the **Organizational Assignment Data** section for accuracy and update as needed. 
37.	Select the applicable value for the **Employee Eligible for Telework?** field using the dropdown button provided. 
	For further information on selecting telework options, see the Job Aid titled **HR351 Managing Employee Teleworker Data** located on the Cardinal website in **Job Aids** under **Learning**.

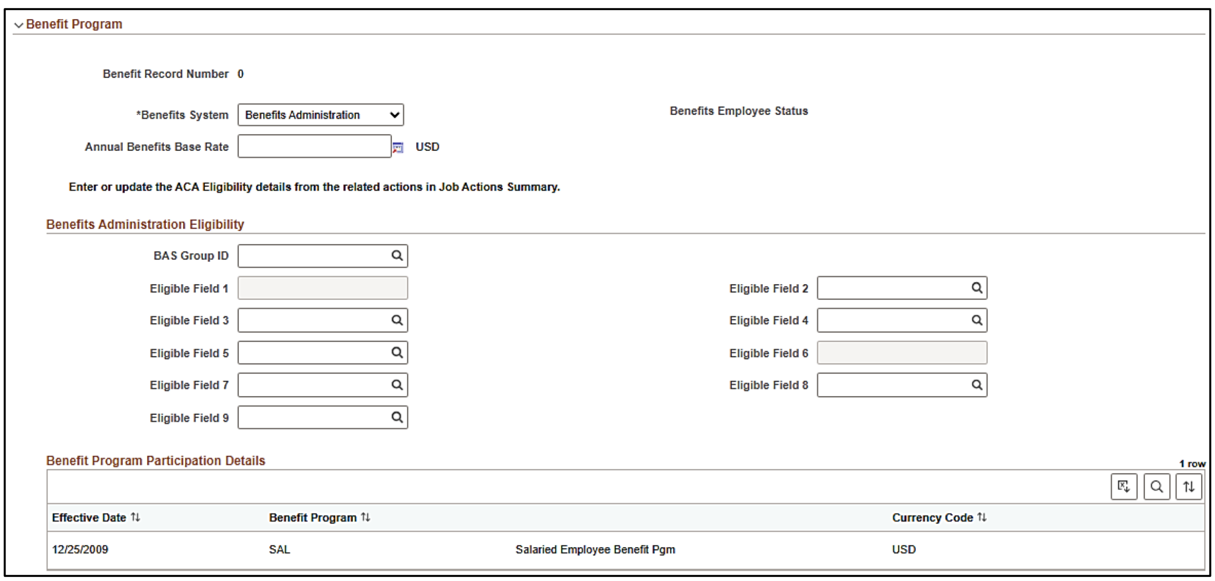
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>If the Agency does not use Cardinal Absence Management, the Alternate Leave Plan field must be completed based on the employee's leave plan (e.g., VSDP Elig Group) in order for the employee to have a complete Total Compensation statement in Cardinal Employee Self-Service (ESS).

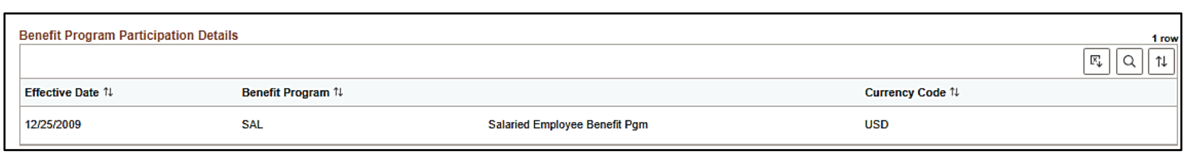
If the Agency does not use Cardinal Absence Management or ESS/Total Compensation Statement, the COV system of record (Cardinal) must still incorporate the employee’s leave plan. Therefore, this field must be completed.
</td></tr>
<tr><td>38.</td><td>Enter the enrollment date in the VSDP Enroll Date fields. This field is provided to VNAV and is used by the VSDP vendor to determine the program enrollment date.
</td></tr>
<tr><td>39.</td><td>Enter the original hire date in the Continuous State Service Date field. This field is used to determine eligibility for legislative pay increases for all salaried employees, as well as severance, benefits at layoff for VPA covered employees (if applicable).
</td></tr>
<tr><td>40.</td><td>Enter the original hire date in the Annual Leave Eligibility Date field. This field must be updated for all VPA covered employees and salaried employees for Agencies that use Cardinal’s Absence Management and auto populates the Company Seniority Date field.
</td></tr>
<tr><td></td><td>If a correction is needed for the Annual Leave Eligibility Date, use the Action / Reason combination of DTA / LED and then enter the correct date. For further information on Action Reasons, refer to the Job Aid titled HR351 Action Reason Codes. This Job Aid can be found on the Cardinal website in Job Aids under Learning.</td></tr>
</table>

Step	Action
41.	Enter the service months in the **Previous State Service Months** field. This field is used when there is a break in service (Rehires only). 
	For further information on breaks in service, refer to the Job Aid titled **HR351 Managing Service Dates and Breaks in Service**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
42.	Enter the months of veteran's service in the **Veteran's Service Credit Months** field if applicable. 
	The annual leave accrual is determined by using state service and veteran's service in the military, National Guard, or Reserves. When entering Veteran's Service Credit Months, Agencies must also populate the **Annual Eligibility Date** field. Failing to do so will result in a delivered PeopleSoft Error code upon save. The **Total Service Credit Months** field is a read only field. It auto-populates as the sum of the veteran's service credit months and the previous state service months. It is used to determine the annual leave eligibility date when there is a break in service or veteran's service applies. For a detailed description of the date fields on the **Employment Information** page, refer to the Job Aid titled **HR351 Managing Service Dates and Breaks in Service**. This Job Aid can be found on the Cardinal website in the **Job Aids** under **Learning**.

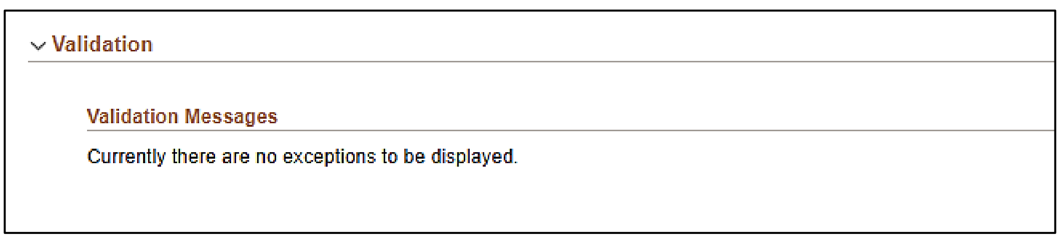
Step	Action
43.	Click the **Benefit Program** tab. 

The **Benefit Program** section displays.



Step	Action
44.	Review the **Benefits Administration Eligibility** section. The eligibility fields will default from the previous row of Job Data. Update **Eligibility Fields 2**, **3**, **8**, and **9** as needed using the following information: • **Eligible Field 2** – update to the applicable Healthcare Group ID (Department value). These values are provided to the health benefit vendors and reflect the group in which the employee is enrolled (DHRM provided 9-digit number). • **Eligible Field 3** – update as needed: select "Y" when time is entered by the employee or select "N" when time is entered by a Timekeeper or time is interfaced. Eligible Field 3 should only be completed for PY/TA agencies. Otherwise, Eligible Field 3 should be left blank. Selecting "Y" gives the employee modify access to the timesheet. Selecting "N" or leaving the field blank gives the employee view only access to the timesheet. • **Eligible Field 8** – update as needed: select the applicable pay frequency (e.g., salaried is "12-24" and hourly is "12-26"). • **Eligible Field 9** – update as needed: select the applicable value. These values represent the nature of the employee and how the employee health premiums are paid. Select the breakdown of how the benefits payment will be split between the employee (EE) and the employer (ER). 
45.	Review the **Benefits Program Participation Details** section and validate it for accuracy. 
	For further information on the Eligibility Configuration valid values, refer to the Job Aid titled **BN361 Overview of the Eligibility Configuration Fields** located on the Cardinal website in **Job Aids** under **Learning**.

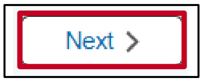
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>46.</td><td>Click the Validation tab.

</td></tr>
<tr><td colspan="2">The Validation section displays.

</td></tr>
<tr><td>47.</td><td>Click the Next button.

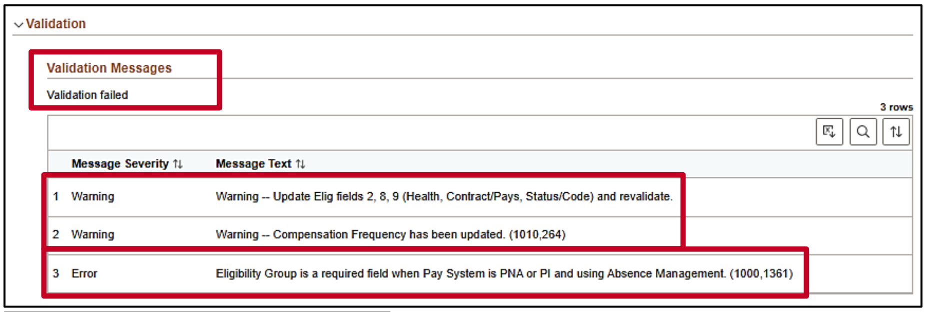
</td></tr>
</table>

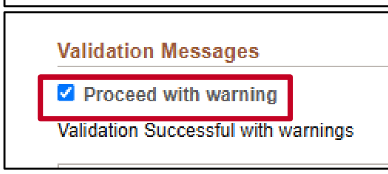
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>48.</td><td>

Review the **Validation Messages** section and click the **Next** button.



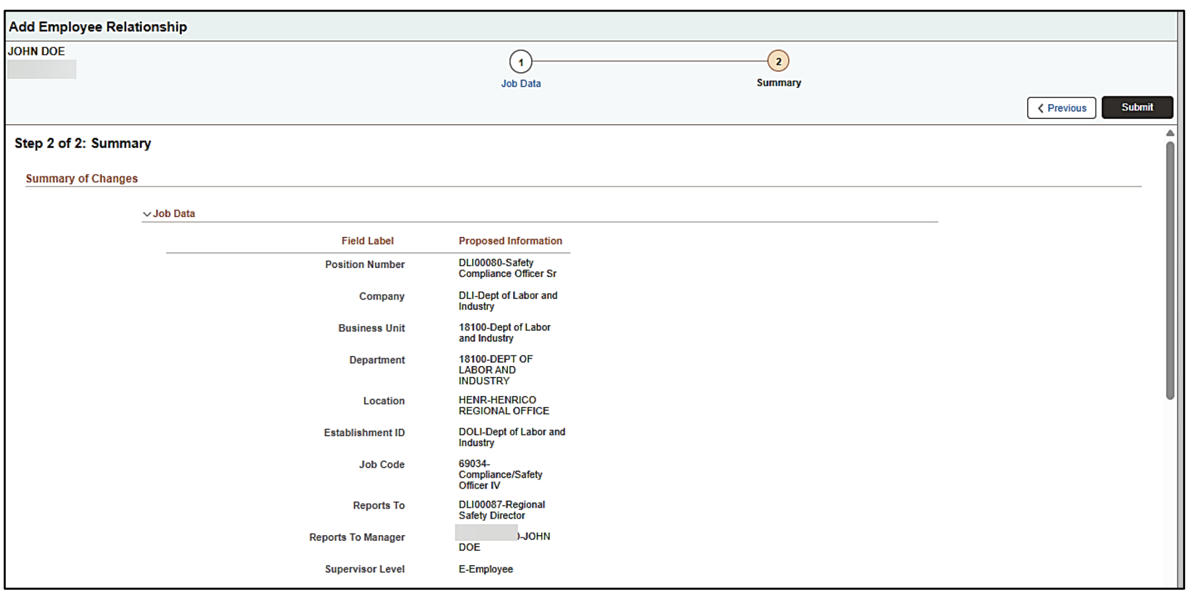
Note: Users should validate every transaction to review and address any warnings and/or errors that may have occurred. Warnings can be bypassed, but errors must be addressed before submitting (the **Validation Messages** section will display an **Error** message and the validation will fail). Select the **Proceed with warning** checkbox option if applicable and click the **Next** button again.





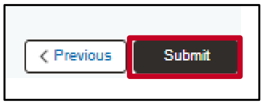
</td></tr>
<tr><td colspan="2">

The **Summary of Changes** page displays.

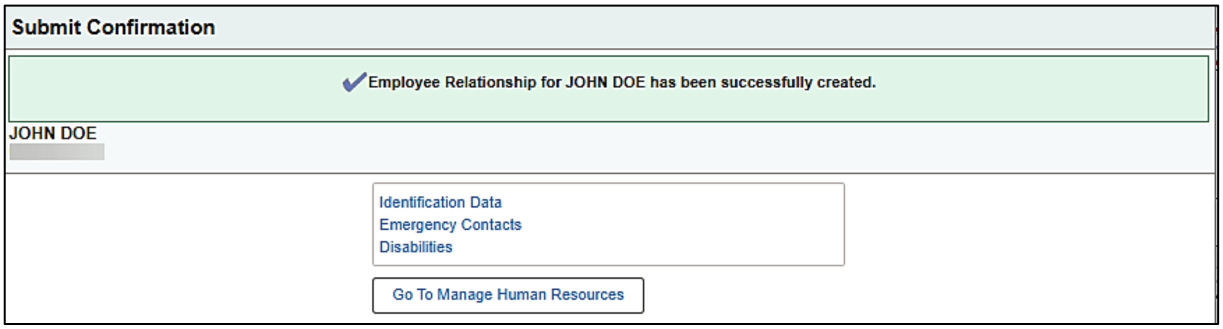


</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>49.</td><td>Review the Summary of Changes section, and then click the Submit button.

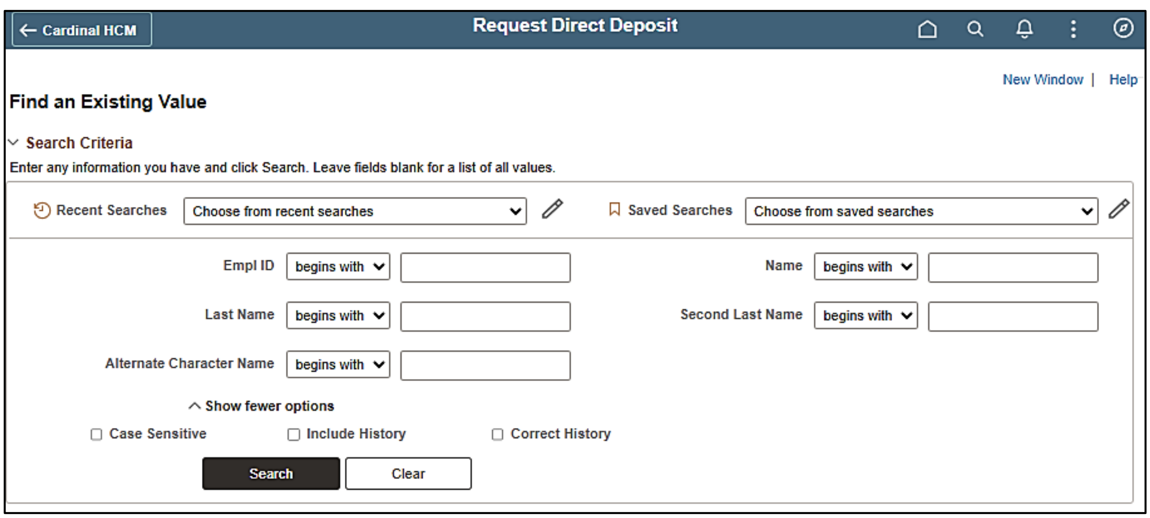


</td></tr>
<tr><td colspan="2">The Submit Confirmation page displays.



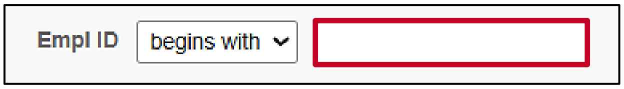
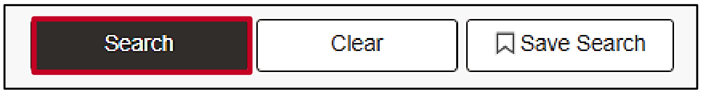
</td></tr>
<tr><td>50.</td><td>For Agencies using Cardinal Payroll, navigate to the Request Direct Deposit page using the following path:

NavBar > Menu > Payroll for North America > Employee Pay Data USA > Request Direct Deposit</td></tr>
<tr><td colspan="2">The Request Direct Deposit Find an Existing Value Search page displays.

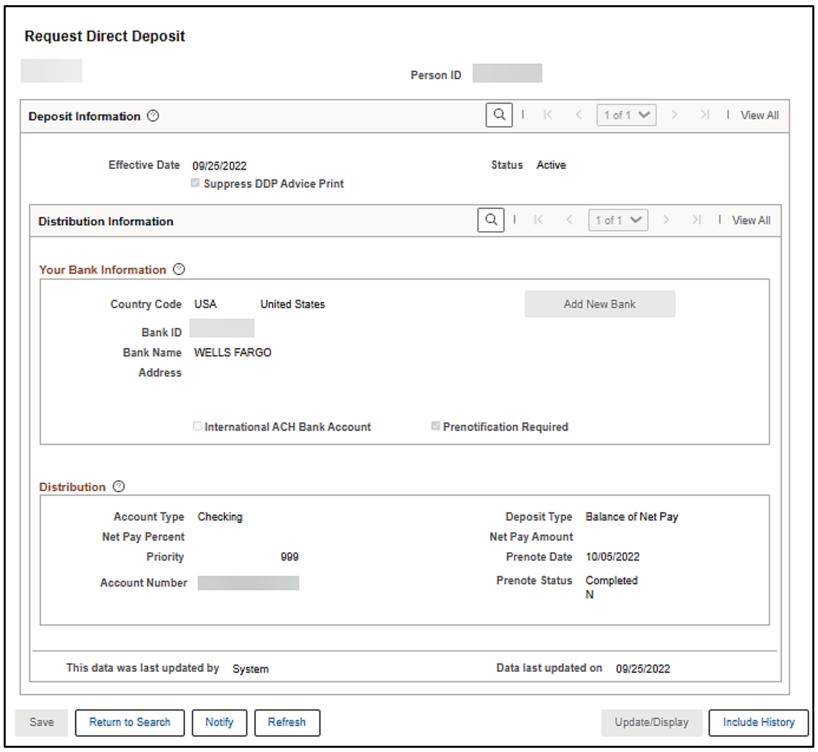


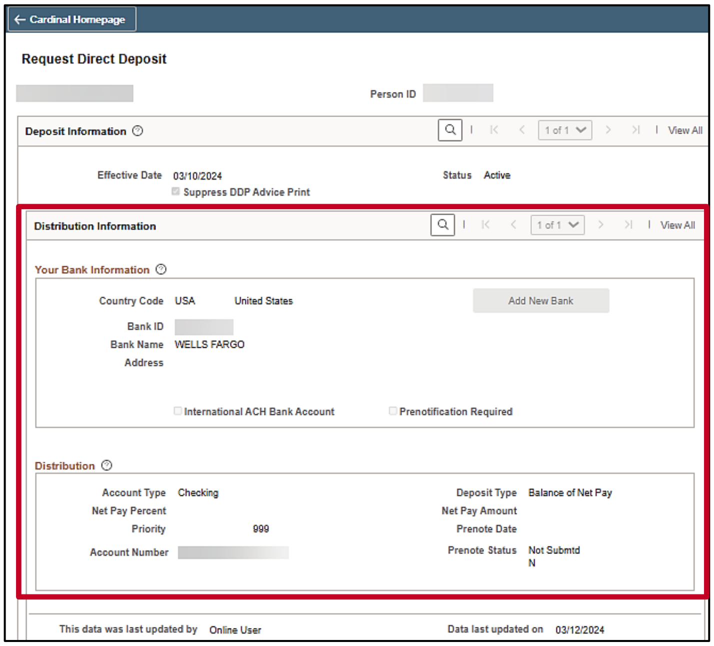
</td></tr>
<tr><td></td><td>The Request Direct Deposit page is a Read Only page available under the HR Administrator role.

For more information pertaining to viewing the Direct Deposit page, see the Viewing the Direct Deposit Page section of the Job Aid titled PY382 Reviewing the Payroll Read Only Pages located on the Cardinal website in Job Aids under Learning.</td></tr>
</table>

Step	Action
51.	Enter the employee's Employee's ID in the **Empl ID** field. 
52.	Click the **Search** button. 

The **Request Direct Deposit** page displays for the employee.



Step	Action
53.	Confirm the previous Direct Deposit information is accurate based upon the employee's paperwork. 
54.	If the Direct Deposit information differs from the Direct Deposit form provided by the employee during onboarding, the HR Administrator must reach out to the Agency Payroll Administrator promptly to have the Direct Deposit information updated in Cardinal prior to Payroll certification.
55.	Continue to the Agency Next Steps After Entering the Inter-Agency Transfer section of this Job Aid.

Agency Next Steps After Entering the Inter-Agency Transfer

Be sure to enter/review the employee's citizenship and the employee's personal data, and add a telework agreement if one has been established/approved.

- For further information on entering citizenship information and updating personal data and telework, see the Job Aids titled **HR351 Viewing and Modifying Personal Data** and **HR351 Managing Employee Teleworker Data** located on the Cardinal website in **Job Aids** under **Learning**

If the Agency requires the Employee Activity Report to be placed in the personnel file, be sure to run the **Employee Activity Report**. This report can be found in the **Cardinal HCM Human Resources Reports Catalog** located on the Cardinal website in **Reports Catalogs** under **Resources**.

Communicate with the employee to update/review state and federal withholding forms, direct deposit elections, etc. per established business practices. If the tax withholding paper is not collected and entered prior to the first payroll period, withholdings will default to single and zero. State taxes default to Virginia. Please coordinate with the Agency Payroll Administrator.

Receiving Agency Benefits Administrator - Review the transferring employee's information to ensure the transfer is done correctly and with as little disruption to the employee as possible.

Coordinate with Agency Time and Labor (TL) Administrators to ensure that all employees are assigned the applicable Work Schedule (can be assigned by either a TL Administrator or the employee's supervisor), review their TA eligibilities (e.g., overtime, comp leave, etc.) and leave balance for possible adjustments.

- For further information on assigning Work Schedules and entering balance adjustments, see the Job Aids titled **TA Maintaining Employee Work Schedules** and **TA374 Managing Balance Adjustments** located on the Cardinal website in **Job Aids** under **Learning**