



## THE LOCAL CHOICE E-NEWS

### Department of Human Resource Management State and Local Health Benefits Programs

July 18, 2022

To: R2 TLC Groups

#### Use of Cardinal HCM Employee Self Service (ESS) for Open Enrollment

Open Enrollment for health benefits will take place from **August 1- August 15** this year for elections effective on October 1 2022. Cardinal HCM will be available for online employee elections, and paper forms may be used by those without online access.

**The deadline to submit Open Enrollment forms to our office will be August 22, 2022.**

DHRM Office of Health Benefits (OHB) requires your locality to communicate the availability of Employee Self Service (ESS) for use during August 2022 Open Enrollment. We recommend you adapt the below communication for distribution to your users well in advance of Open Enrollment, so that users will have time to register in Okta, log in to Cardinal, and familiarize themselves with Cardinal HCM and the ESS feature.

In order for you to prepare for this change, you will need to do the following:

- Review and update employee email addresses in Cardinal
- Provide each employee with his/her Cardinal employee ID
- Instruct them to reference the Cardinal Registration Quick Start Guide for instructions on registering and logging in to the Cardinal system

The Cardinal Personal Data query V\_HR\_PERSONAL\_DATA provides both the employee email addresses and Cardinal employee IDs for your employees. The navigation path for this query can be found on page 123 of the [Cardinal HCM Reports Catalog](#).

#### **Suggested communication for distribution to R2 Locality Employee Self-Service (ESS) users**

The Cardinal Human Capital Management (HCM) application is now available for your use in accessing your health benefits information through the Employee Self-Service (ESS) feature! Cardinal HCM is where you will make changes needed to your health benefits selections during Open Enrollment. Please read the important information below to get started.

#### **Getting Started**

You will need to register in Okta with the following information prior to logging in to Cardinal HCM for the first time:

- Email Address: [INSERT EMAIL ADDRESS]
- Your Cardinal Employee ID: [INSERT EMPLOYEE ID]

Please reference the [Cardinal Registration Quick Start Guide](#) to complete the registration and activation of your account. Once you have completed registration, you will receive a confirmation email from [noreply.cardinal@doa.virginia.gov](mailto:noreply.cardinal@doa.virginia.gov) (check your spam folder). Follow the steps in the email to finish activating your account and get ready to log in!

### **Logging in to Cardinal HCM**

To log in to Cardinal HCM, visit <https://my.cardinal.virginia.gov/> and enter your Cardinal user name (the same email address you used for registration) and the password you created during the registration process.

### **Resources and Support**

Not sure how to do something in Cardinal HCM Employee Self-Service? The Cardinal HCM team has you covered with a variety of support resources.

For most ESS functions, a simple video will do the trick. We recommend watching the <https://www.cardinalproject.virginia.gov/videos> (especially the sections on Personal Details and Benefits Details). This link also offers other videos for Health Benefits Updates as well as step-by-step job aids on many relevant topics.

All of these materials (and more!) are available on the Cardinal website at <https://www.cardinalproject.virginia.gov/learning>.

If the resources above do not solve your issue, be sure to first check with your locality benefits support team for assistance. Also, check out the [Cardinal HCM Support Guide](#).

If you are unable to log in to the Cardinal HCM application or have any other issue that cannot be resolved by using the resources available to you, please open a Cardinal Help Desk ticket by emailing [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov). It is important to use "CARDINAL" in the subject line along with a detailed explanation of your issue and your contact information, including your name, locality name, and a phone number where you can be reached.

***Please do not reply to this e-mail. You may send inquiries to The Local Choice mailbox at [tlc@dhrm.virginia.gov](mailto:tlc@dhrm.virginia.gov).***