



THE LOCAL CHOICE E-NEWS

Department of Human Resource Management State and Local Health Benefits Programs

September 2, 2022

This communication is being sent to all Release 1 and Release 2 group Cardinal HCM Core Users.

Due to the Release 3 (R3) deployment of Cardinal Human Capital Management (HCM) this month, all Cardinal applications (HCM, FIN, and BI) will be unavailable to users. The specific outage dates vary by application and applicable users will be notified of these outage windows. Please ensure you read all Cardinal email notifications you receive in the next two months as they are critical.

Cardinal Applications Outage

- The Cardinal HCM application will be unavailable to users from **5:00 p.m. on Thursday, September 22, 2022, through Sunday, October 2, 2022.**
- Release 1 and Release 2 agencies must plan to complete **all** business activities in Cardinal HCM before 5:00 p.m. on Thursday, September 22. This includes any known employee changes (new hires, separations, etc.) that will occur during the blackout period.
- During the planned system outage, groups should hold transactions and/or other updates (e.g., New Hires) for entry into Cardinal until the Cardinal HCM application is back online.

Please email the Cardinal team at ProjectCardinal@doa.virginia.gov with any questions you have using "Cardinal HCM Deployment" in the subject line.

Please do not reply to this email. You may send inquiries to The Local Choice mailbox at tlc@dhrm.virginia.gov.