



THE LOCAL CHOICE E-NEWS

*Department of Human Resource Management
Office of Health Benefits*

September 9, 2022

Important Dates and Information for Cardinal Human Capital Management (HCM) and Benefits Eligibility System (BES) due to the Cardinal Release 3 Deployment

BES will be taken offline on **Tuesday, September 13, 2022 at 5:00 pm** and **will be unavailable Wednesday, September 14, 2022** due to the migration of Cardinal Release 3 (R3) groups out of BES. BES will be brought back online on Thursday, September 15, 2022.

Cardinal will be taken offline on Thursday, September 22, 2022 at 5:00 pm and will be unavailable through Sunday, October 2, 2022.

Release 3 (R3) groups should note the following:

- Transactions for R3 groups not entered in BES by close of business on 9/13/2022 will be held and entered in Cardinal after go-live on 10/3/2022.

If you have an employee who has an immediate need to access coverage between September 13 and October 2, please submit your request for assistance, including any enrollment forms and supporting documentation, to tlc@dhrm.virginia.gov or fax 804-786-1708. Include the following notation in the email subject line or as a notation on the fax so that the request can be triaged appropriately: **Cardinal R3 Group – Urgent BES Update Needed.**

Release 1 (R1) and Release 2 (R2) groups should note the following:

- R1 and R2 groups will not have access to Cardinal applications after 5:00pm on 09/22/2022 and will be offline through 10/02/2022.
- R1 and R2 groups should enter all transactions into Cardinal that are effective on or before 10/01/2022 prior to 5:00pm on 9/22/2022.
- Transactions for R1 and R2 groups not entered in Cardinal by close of business on 9/22/2022 will need to be held and entered in Cardinal on Monday, 10/3/2022.

If you have an employee who has an immediate need to access coverage between September 23 and October 2, please submit your request for assistance, including any enrollment forms and supporting documentation, to tlc@dhrm.virginia.gov or fax to 804.786.1708. Include the following notation in the email subject line or as a notation on the fax so that the request can be triaged appropriately: **Cardinal Agency Request – Urgent BES Update Needed.**

Remember that decentralized groups will still be required to update the employee's benefits record in Cardinal after 10/2/2022.

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