Courtesy Copy: Cardinal HCM Application Outage Notification

The Cardinal Project <cardinal-comms@public.govdelivery.com>

Thu 7/11/2024

This communication is being sent to all Cardinal Employee Self-Service (ESS) users who have access to payroll information.

The Cardinal Human Capital Management (HCM) application, including Employee Self-Service (ESS) functions, will be **unavailable** to all users from **Saturday, July 20, 2024, at 6:30 a.m. through Tuesday, July 23, 2024, at 8:00 a.m.** due to Fiscal Year End Processing.

During this time, you will be unable to access Cardinal HCM. This includes accessing your paystubs, payroll information, and other HR-related data. We recommend that you print any Cardinal paystubs or payroll information you may need prior to the outage.

We apologize for any inconvenience this may cause.

Regards,

The Cardinal Team

🗨️ Questions

If you have technical or functional questions, submit a help desk ticket by emailing vccc@vita.virginia.gov and include the following information:

Subject: Cardinal **–** <brief summary for routing>
Email Content:
- Detailed information about your issue (i.e., functional area, page, actions, error)
- Name, email address, and best contact phone number

Cardinal - Virginia's Enterprise Resource System

You are receiving this email as a result of the role(s) you hold in the Cardinal System.