



DHRM is making changes to the systems available to agencies. Most of these changes are related to the upcoming Cardinal R1 (Release 1) implementation and apply almost entirely, but not exclusively, to agencies in that release. The following is a list of those changes and the agencies impacted (i.e., Cardinal Release 1 agencies or Cardinal Release 2 agencies).

- ✓ **Share this information with ALL HR staff**
- ✓ **Consider staffing needs during the cut over period of 9/15 – 10/8 to support cut over tasks**
- ✓ **Limit / Avoid hiring, compensation, or any other significant system actions during R1 cut over**

System / Tool	Change / Impact	Agencies Impacted R1 = Cardinal R1 Agencies R2 = Cardinal R2 Agencies	Takes Effect
<b>PMIS (including EPR)</b>	<p>At 5PM on Wednesday 9/15/2021 PMIS will be taken offline and may be unavailable until 3PM Sunday 9/19/2021 while R1 agencies are migrated out of PMIS. When PMIS is brought back online, <b>R1 agency data will be read-only</b> with the following exceptions:</p> <p>a) Users at R1 agencies will need to perform <b>PSE300 transactions</b> to set up employee ids or correct data for employee ids set up with this transaction. R1 agencies will need to perform this transaction during the interim between the R1 and R2 releases of Cardinal. Cardinal will use the employee id generated in PMIS for R1 employees until the R2 release of Cardinal occurs. Once the R2 release of Cardinal occurs R1 agencies will no longer generate employee ids out of PMIS.</p> <p>b) Beginning in October 2021 users at R1 agencies will enter <b>EPR counts</b> into PMIS including counts that PMIS formerly calculated and loaded on the agencies behalf. EPR for R1 agencies will continue to be reported out of PMIS until shortly after the R2 release of Cardinal.</p> <p><u>Important Notes:</u></p> <p>1) <b>PMIS will be the system of record for personnel information for R1 agencies up through the close of business on 9/15/2021.</b> Agencies should enter all transactions into PMIS that are effective on or before 9/15/2021 before 5PM on 9/15/2021. After 9/15 agencies will need to coordinate with Cardinal using Task 98A to record transactions effective on or before 9/15 through 9/23. All transactions effective 9/24 and after should be entered into Cardinal once agencies have access to Cardinal (refer to Cardinal communications for detailed instructions).</p> <p>2) R1 agencies must not enter any suspense (i.e., future-dated) transactions effective after 9/15/2021 into PMIS.</p>	<p>R1</p> <p>*R1/R2: <b>PMIS will be offline 9/16 - 9/20</b> due to R1 cut over</p>	<p>9/15/2021 COB</p>

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	<p><b>PMIS will not process any suspense transactions dated after 9/15/2021.</b></p> <p>3) DHRM will be reaching out to R1 agencies to determine the users who can access PMIS and EPR after 9/15 and the privileges those users should have.</p>		
<p><b>BES</b></p>	<p>At 5PM on Wednesday 9/15/2021 BES will be taken offline and may be unavailable until 3PM Sunday 9/19/2021 while R1 agencies are migrated out of BES. When BES is brought back online, <b>R1 agency data will be read-only</b> with the following exceptions:</p> <p>a) Users at R1 agencies will need to perform <b>PSE300 transactions</b> to set up participant ids or correct data for participant ids set up with this transaction. R1 agencies will need to perform this transaction during the interim between the R1 and R2 releases of Cardinal. Cardinal will use the id generated for R1 participants until the R2 release of Cardinal occurs. Once the R2 release of Cardinal occurs R1 agencies will no longer generate ids out of BES.</p> <p><u>Important Notes:</u></p> <p>1) <b>Agencies should enter all transactions into BES that are effective on or before 10/1/2021 before 5PM on 9/15/2021.</b> All transactions effective after 10/1 should be input into Cardinal. If transactions are not entered in BES by close of business on September 15, they will need to be held and entered online in Cardinal after the HCM go-live on Saturday, October 2. Should Benefits Administrators have an employee who has an immediate need for coverage between September 15 and October 1, they will need to contact OHB who will key the coverage into BES.</p> <p>2) <b>R1 agencies should not enter any future-dated transactions effective after 10/1 into BES after 9/15/2021.</b></p> <p>3) DHRM will be reaching out to R1 agencies to determine which employees should have access to BES after 9/15 and which privileges those users should have.</p>	<p>R1</p> <p>*R1/R2: <b>BES will be offline 9/16 - 9/20</b> due to R1 cut over</p>	<p>9/15/2021 COB</p>
<p><b>Agency File Repository</b></p>	<p>Starting in the mid-September 2021 timeframe, no new files or reports (with limited exceptions - e.g., in the case of a PMIS User Security Listing or EPR reports) will be put in the R1 Agency folders. R1 Agencies will still have access to the Agency File Repository to retrieve files and reports.</p>	<p>R1</p>	<p>9/16/2021</p>
<p><b>TAL (Time, Attendance &amp; Leave)</b> via DHRM's Employee Direct Portal</p>	<p>Employee access to TAL (through Employee Direct) for R1 agencies will be available until close of business (COB) on Friday 9/24/2021. After 9/24, TAL access through Employee Direct will be shut off for R1 agency employees.</p> <p>DHRM and the Cardinal Team will provide additional guidance to R1 agencies on what employees should enter</p>	<p>R1</p>	<p>9/24/2021 COB</p>

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	and supervisors approve in TAL as the transition for R1 agencies to Cardinal gets closer.		
<b>TAL (Time, Attendance &amp; Leave)</b> via DHRM's HuRMan / SecurePass Portal	At COB on Friday 9/24/2021 TAL access via HuRMan/SecurePass for HR professionals and other users who access R1 agencies will be changed to read-only.  DHRM and the Cardinal Team will provide additional guidance to TAL Users who use HuRMan / SecurePass to access TAL as the transition from R1 agencies to Cardinal gets closer.	R1	9/24/2021 COB
<b>Health Benefits Direct</b> via Employee Direct Portal	This application under DHRM's Employee Direct portal shows an employee's current health benefit elections. It will be turned off for R1 agency employees on 9/30/2021.	R1	9/30/2021
<b>My Employment Profile</b> via Employee Direct Portal	DHRM will retire this system on 9/30/2021 for all agencies. After this date it will no longer be accessible.	R1 / R2	9/30/2021
<b>HuRMan Portal</b>	Due to the pending implementation of SecurePass 2.0 targeted for November, HuRMan will be decommissioned on December 31 <sup>st</sup> , 2021. All active users must be transitioned to SecurePass 2.0 by this time.	R1 / R2	12/31/2021
<b>SecurePass Portal</b>	This portal will replace DHRM's HuRMan portal and provide a more secure, agency-based portal and security administration. Detailed communications are planned for October and November outlining this transition.	R1 / R2	November 2021
<b>EEO Assessment Tool,</b>  <b>EEO Assessment Summary Reports,</b>  <b>EEO Compliance / Calculator Tool</b>	Data from 7/1/2020 through of 6/30/2021 that is available for R1 agencies will be loaded into the tool and then no new data will be loaded. The tool will remain up and accessible until further notice.	R1	8/31/2021
<b>Salary Survey Tool</b>	No data with an "as of" date after 6/30/2021 will be loaded into the Salary Survey Tool for R1 agencies. The Salary Survey tool will continue to be available to R1 agencies.  R2 agencies will need to note that the Salary Survey Tool will not include R1 agency data in between R1 and R2.	R1 / R2	Already implemented

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<b>e480 Workforce Query Tool</b>	The last 480 that will be loaded into this tool for R1 agencies will be the "2021-09-15" version of the 480. The tool will continue to be available to R1 agencies to access historical data.	R1	9/16/2021
<b>eTrans Workforce Query Tool</b>	After R1 agencies transition to Cardinal, no new data will be loaded into this tool for R1 agencies. The tool will continue to be available to R1 agencies to access historical data.	R1	9/16/2021
<b>Written Notice Query Tool</b>	After R1 agencies transition to Cardinal, no new data will be loaded into this tool for R1 agencies. The tool will continue to be available to R1 agencies to access historical data.	R1	10/1/2021
<b>Performance Management</b>	<p>All agencies will be required to input performance management scores from the current performance management cycle into Cardinal post go live.</p> <p>R1 agencies should input their data no later than November 1<sup>st</sup>, 2021.</p> <p>R2 agencies will input their data retroactively into Cardinal. Deadline to be communicated at R2 go-live.</p>	R1 / R2	11/1/2021