



501 TA362
Time and Attendance Employee Self Service

Web Based Training



Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Training.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



Course Objectives

After completing this course, you will be able to:

- 1. Navigate to Cardinal HCM and the Timesheet page
- 2. Enter and submit regular and overtime hours on the timesheet
- 3. View compensatory leave and overtime leave on the timesheet
- 4. View current Absence Entitlement Balances
- 5. Enter and submit Absence Requests
- 6. Adjust Absence Requests



Course Objectives (continued)



Understand the reasons for timesheet exceptions



Make timesheet adjustments



Agenda

1

Understanding Time and Attendance

2

Navigating in Time and Attendance

3

Entering and Viewing Time and Holidays

4

Viewing Absence Balances and Entering Absence Requests

5

Timesheet Exceptions and Adjustments



Lesson 1: Introduction

1

Understanding Time and Attendance

This lesson covers the following topics:

- Time and Attendance Overview
- Key Concepts
- Time and Attendance Process



Time and Attendance Overview

The Time and Attendance functional area is composed of two modules:

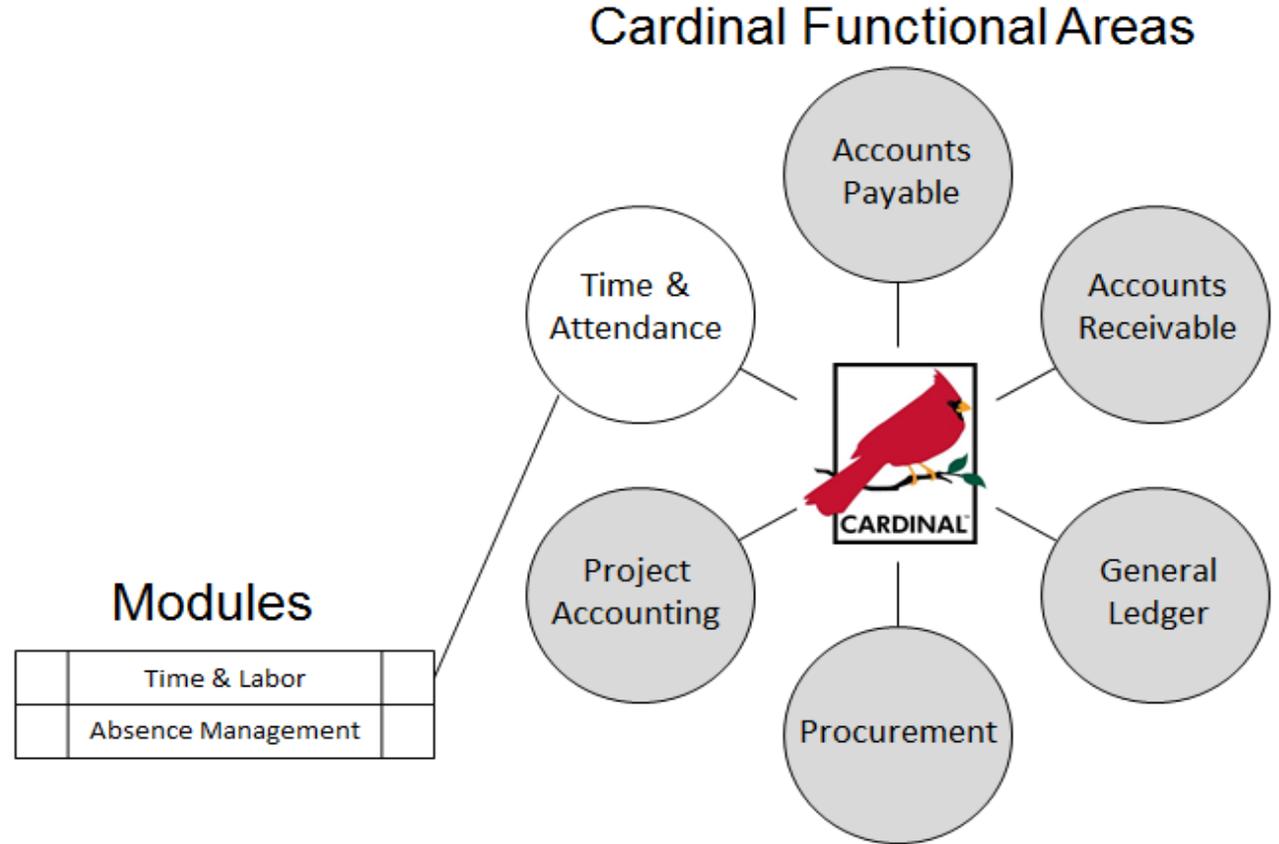
Time and Labor

The Time and Labor module processes time and absences entered on the timesheet.

Absence Management

The Absence Management module processes absence requests.

This course covers entering time and absences.





Key Concepts

Key concepts in Time and Attendance Employee Self Service include:

- Cardinal has two applications: FIN (financials) and HCM (Human Capital Management). Time and Attendance is housed in the HCM application.
- Time and Attendance is used to capture both productive (hours worked) and non-productive (absences) time for both salaried and hourly employees.
- Employee hours (both productive and non-productive) are charged to Time Reporting Codes and accounting distributions that classify labor costs. Time Reporting Codes are used to classify timesheet hours, e.g., RGS (Regular), EOT (Emergency Overtime), CPE (Compensatory time earned), etc.
- Every employee has a work schedule in Cardinal. Hourly employees have a work schedule with zero hours.
- Absence requests are entered on the Timesheet page. Most absences require you to forecast leave balances. Forecasting is a process that determines if you had or will have sufficient available balance to cover the absence at the time of the absence. The calculation is based on existing balance, expected accruals, and other saved or submitted absences already entered up through the absence date being forecasted.



Key Concepts (continued)

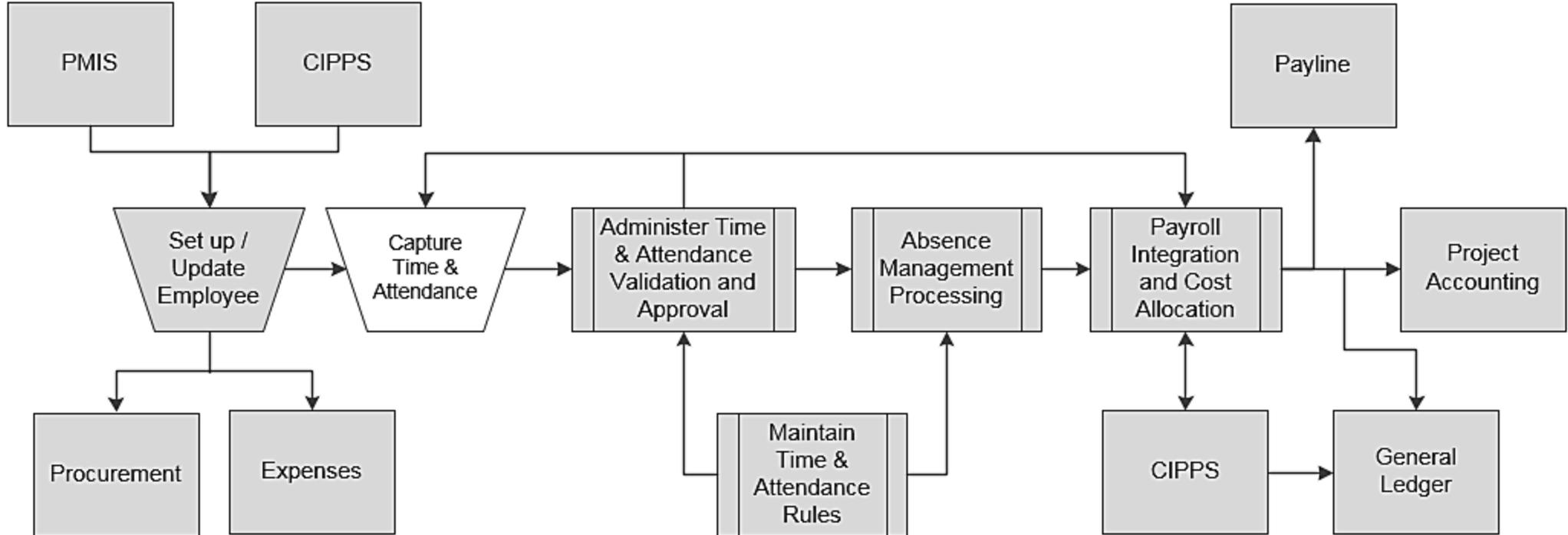
- Time Administration is a batch process in Cardinal that validates submitted time against time reporting rules. It identifies exceptions (warnings or errors) for submitted time that does not meet defined business rules.
- Adjustments to time and absences can be made going back up to six pay periods, but not before the beginning of the current fiscal year.



Time and Attendance Process

The diagram below provides an overview of the Time and Attendance process. For additional detail, refer to the Time and Attendance section of the Appendix of this course.

As a self service user, this course will focus on the **Capture Time and Attendance** area.





Lesson 1: Summary

1

Understanding Time and Attendance

In this lesson, you learned:

- The Time and Attendance process
- Time and Attendance key concepts



Lesson 2: Introduction

2

Navigating in Time and Attendance

This lesson covers the following topics:

- Navigating to Time and Attendance
- Accessing the Timesheet page
- Reviewing the Timesheet page layout



Navigating in Time and Attendance

To access Cardinal go to:
my.cardinal.virginia.gov

The **Cardinal Login** page displays:

- Enter your **Cardinal Username**
- Enter your **Password**
- Click the **Sign In** button.



Notice and Warning

This system is the property of the Commonwealth of Virginia. By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. All activity on this system is monitored. Evidence of unauthorized access, unauthorized use, misuse, or abuse of this system or the information contained in this system shall be promptly reported to appropriate agency management, security personnel, and federal, state, and local law enforcement officials for investigation and criminal prosecution. You will also be subject to all criminal and civil penalties allowed by the law.

[Forgot Username](#)

[Forgot Password](#)

[User Registration](#)

[Sign-on Help](#)



Navigating in Time and Attendance

The **Cardinal Portal** page displays. Click the **Human Capital Management (HCM)** link

Cardinal Welcome! Your User ID is : ROSA.PARKS
[Home](#) | [Sign out](#)

Cardinal Applications	
Finance (FIN)	
Human Capital Management (HCM)	

Cardinal Messages	
Begin Date	Message

Support

- Cardinal Website
- VITA Customer Care Center
- Manage Your Account
- CAPP Manual



Accessing the Timesheet Page

From the **Cardinal HCM Home** page, navigate to the **Timesheet** page using the following path:

Main Menu > Self Service > Time Reporting > Report Time > Timesheet

The screenshot displays the Cardinal HCM Home page interface. At the top left is the Cardinal logo. The top right corner contains navigation links: Home, Worklist, Add to Favorites, and Sign Out. Below the logo is a navigation bar with 'Favorites' and 'Main Menu' dropdowns. The 'Main Menu' dropdown is expanded, showing a list of folders: myCardinal HCM, Cardinal Conversion, Self Service (highlighted), Manager Self Service, Time and Labor, Global Payroll & Absence Mgmt, Set Up HCM, Enterprise Components, Worklist, Reporting Tools, PeopleTools, and My Personalizations. The 'Self Service' folder is further expanded to show 'Time Reporting' (highlighted) and 'Benefits'. The 'Time Reporting' folder is expanded to show 'Report Time' (highlighted) and 'View Time'. The 'Report Time' folder is expanded to show the 'Timesheet' document icon. In the background, there are sections for 'Cardinal Messages', 'HCM Report Execution' (with sub-items TA Reports and HCM Query-based Reports), 'HCM Report Retrieval' (with sub-items HCM Report Manager and HCM Process Monitor), and 'HCM Links' (with sub-items Cardinal Financials and Cardinal Portal). A 'Personalize Content | Layout' link is visible in the top right of the main content area.



Timesheet Page

The **Timesheet** page is your one-stop location to view and manage time. Navigate to this page using the following path:

Main Menu > Self Service > Time Reporting > Report Time > Timesheet

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Time Reporting](#) > [Report Time](#) > [Timesheet](#)
New Window |

Timesheet

ROSA PARKS Employee ID 00183846500
 Gen Admin Supv I / Coord I Empl Record 0
 Actions ▾ Time Reporting Type Positive
Earliest Change Date 08/12/2019

Select Another Timesheet

*View By Week ▾ Previous Week Next Week

*Date 10/07/2019

Reported Hours 0.00

From Monday 10/07/2019 to Sunday 10/13/2019 ?							Total Time Reporting Code	*Taskgroup	Business Unit	Telecommute	Equipment ID	ChartFields
Mon 10/7	Tue 10/8	Wed 10/9	Thu 10/10	Fri 10/11	Sat 10/12	Sun 10/13						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>	VDOTCOMREQ	50100	<input type="text"/>	<input type="text"/>	ChartFields
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>	VDOTCOMREQ	50100	<input type="text"/>	<input type="text"/>	ChartFields
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>	VDOTCOMREQ	50100	<input type="text"/>	<input type="text"/>	ChartFields

Save for Later Submit

[Reported Time Status](#) | [Summary](#) | [Leave / Compensatory Time](#) | [Absence](#) | [Exceptions](#)

Reported Time Status Personalize | Find | | 1 of 1

Date	Total TRC	Description	Comments
	0.00		

[Self Service](#)
[Time Reporting](#)



Navigation Path and Scroll Bars

Breadcrumbs at the top of each page show you the navigation path for that page. The scroll bars to the right and bottom of the page allow you to view data that extends beyond the width or length of the screen.

Timesheet

ROSA PARKS
Gen Admin Supv I / Coord I

Employee ID 00183846500
Empl Record 0
Time Reporting Type Positive
Earliest Change Date 08/12/2019

Select Another Timesheet

*View By Previous Week Next Week
*Date
Reported Hours 0.00

From Monday 10/07/2019 to Sunday 10/13/2019

Mon 10/7	Tue 10/8	Wed 10/9	Thu 10/10	Fri 10/11	Sat 10/12	Sun 10/13	Total	Time Reporting Code
<input type="text"/>		<input type="text"/>						
<input type="text"/>		<input type="text"/>						
<input type="text"/>		<input type="text"/>						

Reported Time Status | | | |

Reported Time Status Personalize | Find | | 1 of 1

Date	Total TRC	Description	Comments
	0.00		



Header Section

The **Header Section** identifies the employee by **Name**, **Employee ID**, **Job Title**, **Employee Record**, and **Time Reporter Type**.

Empl Record field: defaults to 0 for your primary job. If you have another job within the state, then the Record for the additional job will increment by 1.

The screenshot shows a web application interface for a Timesheet. The breadcrumb trail at the top reads: Favorites > Main Menu > Self Service > Time Reporting > Report Time > Timesheet. The page title is "Timesheet". A red box highlights the header section, which contains the following information:

- ROSA PARKS**
- Gen Admin Supv I / Coord I
- Actions
- Employee ID 00183846500
- Empl Record 0
- Time Reporting Type Positive
- Earliest Change Date 08/12/2019

A callout box below the screenshot provides a larger view of the highlighted header section:

- ROSA PARKS**
- Gen Admin Supv I / Coord I
- Actions
- Employee ID 00183846500
- Empl Record 0
- Time Reporting Type Positive
- Earliest Change Date 08/12/2019

The main interface below the header includes a table with columns for Date, Total, TRC, Description, and Comments. The table shows a single row with a total of 0.00. There are buttons for "Save for Later" and "Submit", and tabs for "Reported Time Status", "Summary", "Leave / Compensatory Time", "Absence", and "Exceptions". The "Reported Time Status" tab is active, showing a table with 1 of 1 records.



Header Section

Time Reporting Type field has two values configured:

Positive: employees report all time worked on the Timesheet. **Note:** all VDOT employees are this type.

Exception: employees do not need to report regular time; only exceptions to the regular time (e.g., vacation, sick)

The screenshot shows a web application interface for a Timesheet. The breadcrumb navigation is: Favorites > Main Menu > Self Service > Time Reporting > Report Time > Timesheet. The page title is "Timesheet".

The header section for the employee ROSA PARKS is highlighted with a red box. The information displayed is:

- Employee ID: 00183846500
- Empl Record: 0
- Time Reporting Type: Positive
- Earliest Change Date: 08/12/2019

The employee's name and title are also shown: ROSA PARKS, Gen Admin Supv I / Coord I. There is an "Actions" dropdown menu.

A red arrow points from the highlighted header section to a larger, detailed view of the same information, which is also highlighted with a red box. This view shows the same information as above, but with a larger font and a white background.

Below the header section, there are several input fields for time reporting. There are two buttons: "Save for Later" and "Submit".

At the bottom, there are tabs for "Reported Time Status", "Summary", "Leave / Compensatory Time", "Absence", and "Exceptions". The "Reported Time Status" tab is selected. Below the tabs, there is a table with the following columns: Date, Total TRC, Description, and Comments. The table shows one row with a total TRC of 0.00.



Header Section

It also contains the **Earliest Change Date** field. The **Earliest Change Date** is the date the Time Administration process will start processing the employee's time. It is triggered by newly submitted time, adjusted time, and approved absences and reflects the oldest date pending processing/reprocessing.

The screenshot shows a web application interface for a Timesheet. The breadcrumb navigation is: Favorites > Main Menu > Self Service > Time Reporting > Report Time > Timesheet. The page title is "Timesheet".

The header section for the employee ROSA PARKS is highlighted with a red box. The information displayed is:

- Employee ID: 00183846500
- Empl Record: 0
- Time Reporting Type: Positive
- Earliest Change Date: 08/12/2019

A callout box provides a larger view of the header information:

- ROSA PARKS**
- Gen Admin Supv I / Coord I
- Actions ▾
- Employee ID 00183846500
- Empl Record 0
- Time Reporting Type Positive
- Earliest Change Date 08/12/2019

Below the header, there are input fields for time reporting, buttons for "Save for Later" and "Submit", and a "Reported Time Status" section with tabs for "Summary", "Leave / Compensatory Time", "Absence", and "Exceptions". The "Reported Time Status" section shows a table with columns for Date, Total TRC, Description, and Comments. The table currently shows one row with a total TRC of 0.00.



Select Another Timesheet Section

Favorites > Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Timesheet

ROSA PARKS Employee ID 00183846500
Gen Admin Supv I / Coord I Empl Record 0
Time Reporting Type Positive
Earliest Change Date 08/12/2019

Actions >

Select Another Timesheet

*View By Week

*Date

Reported Hours 0.00

You can use the **Select Another Timesheet** section to change the view of the timesheet and the calendar period.

- **View By** - Select by day, week, or an alternative calendar period. The default view of the timesheet is a weekly format.
- **Date** - Enter a specific date, date in a week, etc. to be shown on the timesheet. Click on the calendar icon to open a calendar and then select the month, year, and day.
- **Refresh Timesheet** icon - Use the Refresh Timesheet [] icon to update the timesheet when changes are made to the **View By** and **Date** fields.
- **Previous Week** - Select this link to view the previous week.
- **Next Week** - Select this link to view the following week.
- **Reported Hours** – This field displays the hours reported on the timesheet for week.



Timesheet Grid Section

Use the Timesheet Grid to report time and task details for a day or week:

- Enter hours for each day by **Time Reporting Code (TRC)**, e.g., **RGS**
- **Taskgroup**: Defaults and cannot be changed
- **Business Unit** - Defaults and cannot be changed
- **Telecommute** (if applicable) - Identify Hours as Telecommute if worked from out of office
- **Equipment ID** (if applicable) - Identify a specific piece of equipment was used, e.g., snow truck (only if agency requires it)
- **ChartFields** – Opens a new page where you enter the charge distribution for the time entered
- **+ and – buttons** – Allows a line to added or deleted on the **Timesheet** page

From Monday 10/07/2019 to Sunday 10/13/2019 ?

Mon 10/7	Tue 10/8	Wed 10/9	Thu 10/10	Fri 10/11	Sat 10/12	Sun 10/13	Total Time Reporting Code	*Taskgroup	Business Unit	Telecommute	Equipment ID	ChartFields		
							<input type="text" value=""/>	VDOTCOMREQ	50100	<input type="text" value=""/>	<input type="text" value=""/>	ChartFields	<input type="button" value="+"/>	<input type="button" value="-"/>
							<input type="text" value=""/>	VDOTCOMREQ	50100	<input type="text" value=""/>	<input type="text" value=""/>	ChartFields	<input type="button" value="+"/>	<input type="button" value="-"/>
							<input type="text" value=""/>	VDOTCOMREQ	50100	<input type="text" value=""/>	<input type="text" value=""/>	ChartFields	<input type="button" value="+"/>	<input type="button" value="-"/>

Reported Time | Leave | Vacation | Sickness | Other | Absence | Excuse



Timesheet Grid Section (continued)

Directly below the timesheet entry grid are two buttons:

- **Save for Later** - Saves entries on the **Timesheet** page. Saving time places it on hold on the page and does **not** send it to be processed.
- **Submit** - Submits time entered in the timesheet grid to be processed and submits absence requests to the approver for approval.

From Monday 10/07/2019 to Sunday 10/13/2019 ?

Mon 10/7	Tue 10/8	Wed 10/9	Thu 10/10	Fri 10/11	Sat 10/12	Sun 10/13	Total Time Reporting Code	*Taskgroup	Business Unit	Telecommute	Equipment ID	ChartFields		
<input type="text"/>	<input type="text" value="▼"/>	VDOTCOMREQ	50100	<input type="text"/> Q	<input type="text"/>	ChartFields	<input data-bbox="2084 811 2114 829" type="button" value="+"/>	<input data-bbox="2137 811 2167 829" type="button" value="-"/>						
<input type="text"/>	<input type="text" value="▼"/>	VDOTCOMREQ	50100	<input type="text"/> Q	<input type="text"/>	ChartFields	<input data-bbox="2084 861 2114 879" type="button" value="+"/>	<input data-bbox="2137 861 2167 879" type="button" value="-"/>						
<input type="text"/>	<input type="text" value="▼"/>	VDOTCOMREQ	50100	<input type="text"/> Q	<input type="text"/>	ChartFields	<input data-bbox="2084 911 2114 929" type="button" value="+"/>	<input data-bbox="2137 911 2167 929" type="button" value="-"/>						

Reported Time, Leave, P, Vacation, Sick, Comp, Other, Absence, Expense



Timesheet Tabs

Tabs on the **Timesheet** include:

- **Reported Time Status** - Provides a view of the time entered by date and its **Reported Time Status**. The status displays as **Saved**, **Needs Approval**, or **Approved**. For time entered in the timesheet grid, the status displays as **Saved** or **Submitted**.
- **Summary** - Provides a one-row summary by TRCs of entered time.
- **Leave and Compensatory Time** - Provides a summary of Compensatory and Overtime leave. This tab is only visible if you are eligible for these types of leave and have a balance.
- **Absence** - Allows entry of absences and provides a view of details on outstanding absence requests and a view of absence entitlement balances.
- **Exceptions** - Allows you to view exception related information, if one exists, for the timesheet displayed.

Save for Later

Reported Time Status | Summary | Leave / Compensatory Time | Absence | Exceptions

Reported Time Status Personalize | Find | 1-5 of 5

Date	Reported Status	Total TRC	Description	Add Comments
10/07/2019	Saved	8.00 RGS	Regular Earnings - Salaried	
10/08/2019	Saved	8.00 RGS	Regular Earnings - Salaried	
10/09/2019	Saved	8.00 RGS	Regular Earnings - Salaried	
10/10/2019	Saved	8.00 RGS	Regular Earnings - Salaried	
10/11/2019	Saved	8.00 VAC	Vacation	

Self Service
Time Reporting



Timesheet Page Links

Additional links at the bottom of the **Timesheet** page include:

- **Self Service** - This link opens the **Self Service** menu page.
- **Time Reporting** - This link opens the **Time Reporting** menu page.

Save for Later

Summary | Leave / Compensatory Time | Absence | Exceptions

Reported Time Status Personalize | Find | 1-5 of 5

Date	Reported Status	Total TRC	Description	Add Comments
10/07/2019	Saved	8.00 RGS	Regular Earnings - Salaried	
10/08/2019	Saved	8.00 RGS	Regular Earnings - Salaried	
10/09/2019	Saved	8.00 RGS	Regular Earnings - Salaried	
10/10/2019	Saved	8.00 RGS	Regular Earnings - Salaried	
10/11/2019	Saved	8.00 VAC	Vacation	

Self Service
Time Reporting



Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



The navigation path to access the Timesheet page is:

○ Cardinal FIN > Cardinal HCM > Main Menu > Manager Self Service > Report Time > Timesheet

○ Cardinal FIN > Cardinal HCM > Main Menu > Self Service > Managing Your Time > Timesheet

PROPERTIES

○ Cardinal FIN > Cardinal HCM > Main Menu > Self Service > Time Reporting > Report Time > Timesheet

○ On failing 'Finish' button: [Goes to Next Slide](#)
○ ~~Time & Attendance > View Time~~

Allow user to leave quiz: [After user has completed quiz](#)

User may view slides after quiz: [At any time](#)

Show in menu as: [Single item](#)



Edit in Quizmaker



Edit Properties

The Time Entry section of the Timesheet page has a default display in which format?

- Daily
- Weekly
- PROPERTIES**
- Monthly

On passing, 'Finish' button: [Goes to Next Slide](#)

On failing, 'Finish' button: [Goes to Next Slide](#)

Allow user to leave quiz: [After user has completed quiz](#)

User may view slides after quiz: [At any time](#)

Show in menu as: [Single item](#)



Edit in Quizmaker



Edit Properties



Lesson 2: Summary

2

Navigating in Time and Attendance

In this lesson, you learned:

- How to access Cardinal HCM
- How to access the **Timesheet** page
- The layout of the **Timesheet** page:
 - The Header Section of the **Timesheet** identifies the employee by name, **Employee ID**, **Job Title**, **Employee Record**, and **Time Reporting Type**
 - The **Timesheet Grid** section allows you to enter hours for each day.
 - You can view time by day, week or another calendar period. You also can go to the **previous** or **next** week.
 - **Timesheet** tabs allow you to see Reported Time Status, Summary of Time, Requested Absences, View Absence Balances, and Exception time. For eligible employees, the Timesheet tabs also show Compensatory and Overtime Leave balances.



Lesson 3: Introduction

3

Entering and Viewing Time and Holidays

This lesson covers the following topics:

- Entering Regular Time and Overtime
- Viewing Compensatory and Overtime Leave Earned and Taken
- Viewing Holidays and Entering Floating Holidays
- Entering Office Closings



Entering Regular Time and Overtime

Cardinal provides a grid for you to enter your time. Enter hours worked for each day of the work week in increments of one-tenth of an hour (e.g., 8.0, 4.5, 3.2, etc.).

Cardinal allows entry of time up to 90 days into the future. If 90 days from the current date falls in the middle of the week, you may enter time for the portion of that week that is not grayed out.

From Monday 10/07/2019 to Sunday 10/13/2019 ?

Mon 10/7	Tue 10/8	Wed 10/9	Thu 10/10	Fri 10/11	Sat 10/12	Sun 10/13	Total Time Reporting Code	*Taskgroup	Business Unit	Telecommute	Equipment ID	ChartFields		
<input type="text"/>	<input type="text" value="v"/>	VDOTCOMREQ	50100	<input type="text"/> Q	<input type="text"/>	ChartFields	<input type="button" value="+"/>	<input type="button" value="-"/>						
<input type="text"/>	<input type="text" value="v"/>	VDOTCOMREQ	50100	<input type="text"/> Q	<input type="text"/>	ChartFields	<input type="button" value="+"/>	<input type="button" value="-"/>						
<input type="text"/>	<input type="text" value="v"/>	VDOTCOMREQ	50100	<input type="text"/> Q	<input type="text"/>	ChartFields	<input type="button" value="+"/>	<input type="button" value="-"/>						

Save for Later Submit

Reported Time Leave Requested Time Absence Exceptions



Time Reporting Codes

The weekly time entry grid allows entry of multiple days for each unique combination of:

- **Time Reporting Code (TRC)** - Identify the Time Reporting Code for Hours entered
- **Telecommute** (if applicable) - Identify Hours as Telecommute if worked from out of office
- **Equipment ID** (if applicable) - Identify a specific piece of equipment was used, e.g., snow truck (only if agency requires it)
- **ChartFields** - Identify the charge distribution for the time entered

From Monday 10/07/2019 to Sunday 10/13/2019 ?

Mon 10/7	Tue 10/8	Wed 10/9	Thu 10/10	Fri 10/11	Sat 10/12	Sun 10/13	Total Time Reporting Code	*Taskgroup	Business Unit	Telecommute	Equipment ID	ChartFields		
							CLO - Office Closing	VDOTCOMREQ	50100	<input type="checkbox"/>	<input type="text"/>	ChartFields	<input type="checkbox"/>	<input type="checkbox"/>
							COP - Actual Hours Called Out	VDOTCOMREQ	50100	<input type="checkbox"/>	<input type="text"/>	ChartFields	<input type="checkbox"/>	<input type="checkbox"/>
							CPE - Compensatory Leave Earned	VDOTCOMREQ	50100	<input type="checkbox"/>	<input type="text"/>	ChartFields	<input type="checkbox"/>	<input type="checkbox"/>
							CPT - Compensatory Leave Taken							
							EO1 - Emerg OT @ Time 1/2 - Sal							
							HFL - Holiday - Floating							
							NHO - No Holiday Pay							
							OCP - Pre-Approved On-Call Hours							
							OS1 - OT @Straight Time - Sal							
							OT1 - OT @Time 1/2 - Sal							
							RGS - Regular Earnings - Salaried							
							RLW - Regular Time LTD Working							
							RSW - Regular Time STD Working							

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

Reported Time Status Personalize | Find | |

Date	Total TRC	Description	Add Comments
	0.00		

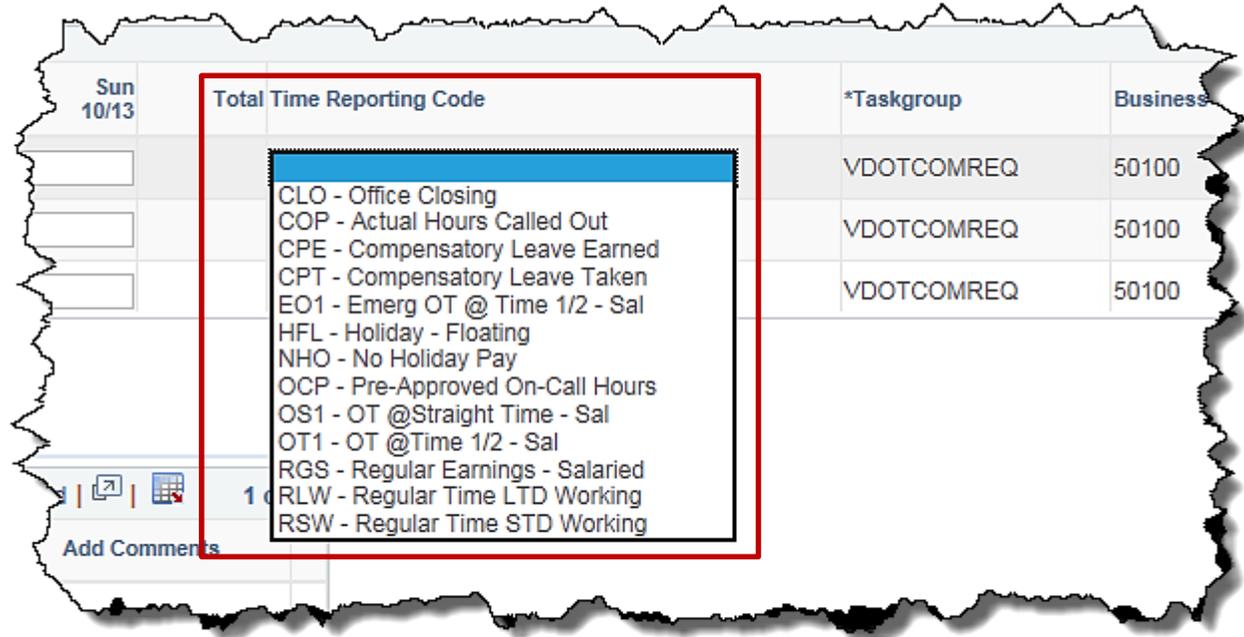


Time Reporting Codes

All hours entered on the timesheet are classified by **Time Reporting Codes (TRCs)** which describe the nature of the time being reported. Select the **Time Reporting Code(s)** from those available for the hours worked.

All employees are assigned to a Workgroup, which determines the TRCs that are available to them. For example, TRCs for compensatory/overtime earned and taken are available only to employees who are eligible to earn/take it.

For more detailed information about Workgroups and the TRCs available for each, see the job aid entitled **501 TA: Time Reporting Codes by Workgroup** located on the Cardinal website in **Job Aids** under **Training**.





Time Reporting Codes (continued)

After entering hours, select the appropriate **Time Reporting Code (TRC)** related to the time entered. In this example, the TRC is **RGS – Regular Earnings - Salaried**.

From Monday 10/07/2019 to Sunday 10/13/2019 ?

Mon 10/7	Tue 10/8	Wed 10/9	Thu 10/10	Fri 10/11	Sat 10/12	Sun 10/13	Total	Time Reporting Code	*Taskgroup
8	8	8	8					RGS - Regular Earnings - Salaried	VDOTCOMREQ
									VDOTCOMREQ
									VDOTCOMREQ

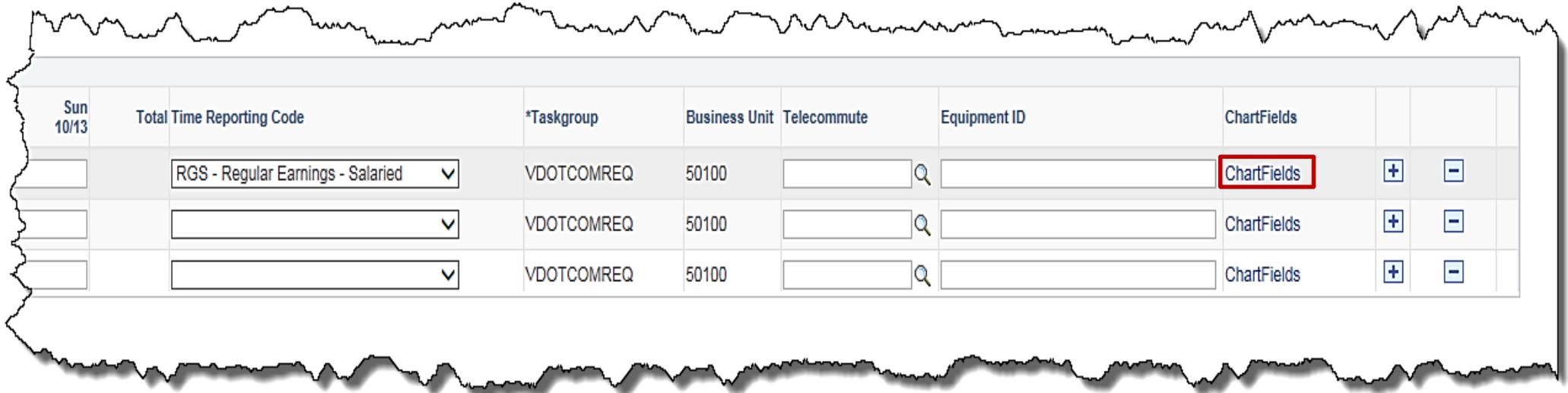
Save for Later Submit



Entering Charge Distribution Information

Every line of reported time entered must have a valid **TRC** and a **charge distribution**.

Click on the **ChartFields** link to access the **ChartField Detail** page.



Sun 10/13	Total Time Reporting Code	*Taskgroup	Business Unit	Telecommute	Equipment ID	ChartFields		
	RGS - Regular Earnings - Salaried ▾	VDOTCOMREQ	50100	<input type="text"/> 🔍	<input type="text"/>	ChartFields	+	-
	<input type="text"/> ▾	VDOTCOMREQ	50100	<input type="text"/> 🔍	<input type="text"/>	ChartFields	+	-
	<input type="text"/> ▾	VDOTCOMREQ	50100	<input type="text"/> 🔍	<input type="text"/>	ChartFields	+	-



ChartField Detail Page

Account charge distribution may display default ChartField values. You can select or change individual values as needed. If you need to enter or change the charge distribution for time entered from the **ChartField Detail** page, click the **Search** button to access Speed Types. Most TRCs require ChartField entry, including the most commonly used (e.g., **RGS**). It is less common to see default values. Default values cannot be changed.

Note: Some TRCs are automatically set to default based on the Time Reporting Code selected, e.g., office closing, Holiday, etc. In those cases, the **Search** button is grayed out.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Report Time ▾ > Timesheet

New Window | Personalize Page |

ChartField Detail

Employee ID 00183846500

Set ID: 50100

Search Options
 Speed Types

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agent
599999	<input type="text"/>								



Searching Speed Types

For this scenario, you will use Speed Types. Click the **Search** button.

Favorites ▾ | Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Report Time ▾ > Timesheet New Window | Personalize Page |

ChartField Detail

Employee ID 00183846500

Set ID: 50100

Search Options

Speed Types Search

ChartField Detail									
Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2
599999	<input type="text"/>								

Ok Cancel



Searching SpeedTypes (continued)

The **Search Speed Types** pop-up window displays. Cardinal uses SpeedTypes to auto-populate many of the ChartField values.

Click the **SpeedType Key** lookup icon.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Report Time ▾ > Timesheet New Window | Personalize

Search Speed Types

SpeedType Key

Search by ChartFields

Account 599999	Asset <input type="text"/> 🔍	Category <input type="text"/> 🔍
Fund <input type="text"/> 🔍	Agency Use 1 <input type="text"/> 🔍	Subcategory <input type="text"/> 🔍
Program <input type="text"/> 🔍	Agency Use 2 <input type="text"/> 🔍	Affiliate <input type="text"/> 🔍
Department <input type="text"/> 🔍	PC Business Unit <input type="text"/> 🔍	Fund Affiliate <input type="text"/> 🔍
Cost Center <input type="text"/> 🔍	Project <input type="text"/> 🔍	
Task <input type="text"/> 🔍	Activity <input type="text"/> 🔍	
FIPS <input type="text"/> 🔍	Source Type <input type="text"/> 🔍	

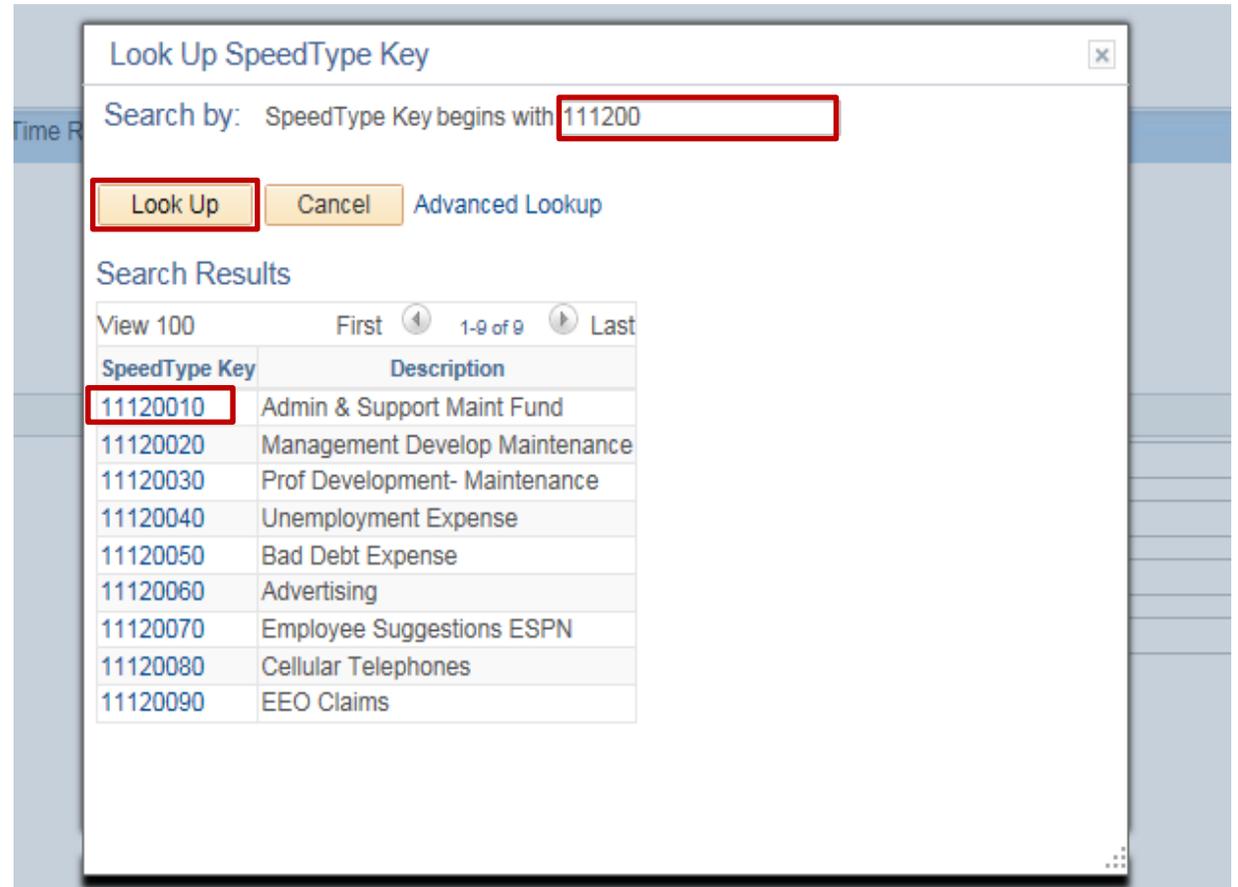
ChartField Detail

	Select	SpeedType	Account	Department	Project	Task	Fund	FIPS	Affiliate	Asset	Agency Use 2
1	<input type="button" value="Select"/>										



Steps to Enter SpeedTypes (continued)

- The **Look Up SpeedType Key** pop-up box displays.
- In the **Search by** field, enter all or part of the **SpeedType Key** (Cost Center or Project). Questions about SpeedType codes should be directed to your approver.
- Click the **Look Up** button.
- **SpeedType Keys** that match what you have entered display.
- Click the appropriate **SpeedType Key** (note this is a hyperlink) under **Search Results**.



Look Up SpeedType Key

Search by: SpeedType Key begins with

[Advanced Lookup](#)

Search Results

View 100 First 1-9 of 9 Last

SpeedType Key	Description
11120010	Admin & Support Maint Fund
11120020	Management Develop Maintenance
11120030	Prof Development- Maintenance
11120040	Unemployment Expense
11120050	Bad Debt Expense
11120060	Advertising
11120070	Employee Suggestions ESPN
11120080	Cellular Telephones
11120090	EEO Claims



Steps to Enter SpeedTypes (continued)

- The **Search SpeedTypes** page returns with populated **SpeedType** values based on your selection.
- Do not add any additional values on this page. Additional required values must be added on the **ChartField Detail** page.
- Click the **Select** button under the **ChartField Detail** section to return to the **ChartField Detail** page.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Report Time ▾ > Timesheet New Window | Personalize Page

Search Speed Types

SpeedType Key

Search by ChartFields

Account	<input type="text" value="599999"/>	Asset	<input type="text"/>	Category	<input type="text"/>
Fund	<input type="text" value="04100"/>	Agency Use 1	<input type="text"/>	Subcategory	<input type="text"/>
Program	<input type="text" value="699001"/>	Agency Use 2	<input type="text"/>	Affiliate	<input type="text"/>
Department	<input type="text"/>	PC Business Unit	<input type="text"/>	Fund Affiliate	<input type="text"/>
Cost Center	<input type="text" value="11120010"/>	Project	<input type="text"/>		
Task	<input type="text"/>	Activity	<input type="text"/>		
FIPS	<input type="text"/>	Source Type	<input type="text"/>		

ChartField Detail

	Select	SpeedType	Account	Department	Project	Task	Fund	FIPS	Affiliate	Asset	Agency Use 2
1	<input type="button" value="Select"/>	11120010	599999				04100				



Steps to Enter SpeedTypes (continued)

- In most cases, additional values will be required to make the charge distribution valid, e.g., Department.
- Enter any additional values or change others as appropriate.
- Click the **OK** button.

New Window | Personalize Page |

ChartField Detail

Employee ID 00183846500

Set ID: 50100

Search Options

Speed Types

ChartField Detail							
Account	Fund	Program	Department	Cost Center	Task	FIPS	As
599999	04100	699001	10015	11120010			

< >

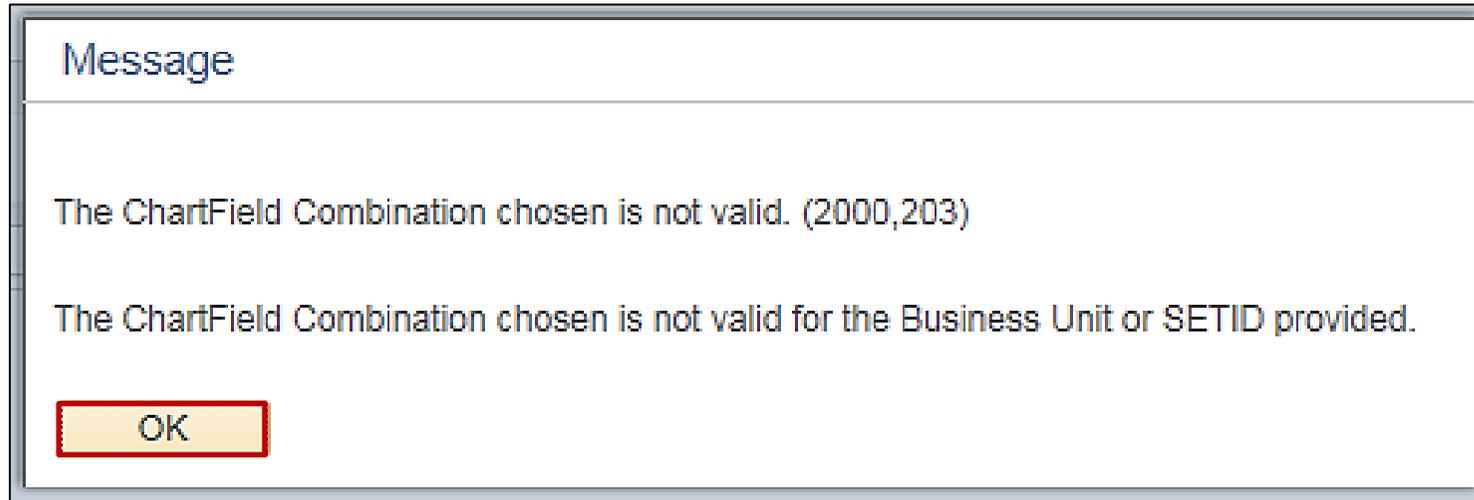


Steps to Enter SpeedTypes (continued)

Cardinal verifies the charge distribution and returns to the **Timesheet** page if the distribution is valid.

If the distribution is not valid, has missing required values, etc., Cardinal displays an error message like the one below.

Click the **OK** button on the **Message** and make the necessary adjustments to the ChartFields. After making adjustments, click the **OK** button on the **ChartField Detail** page to verify the updates to the charge distribution. If they are valid, the **Timesheet** page displays.



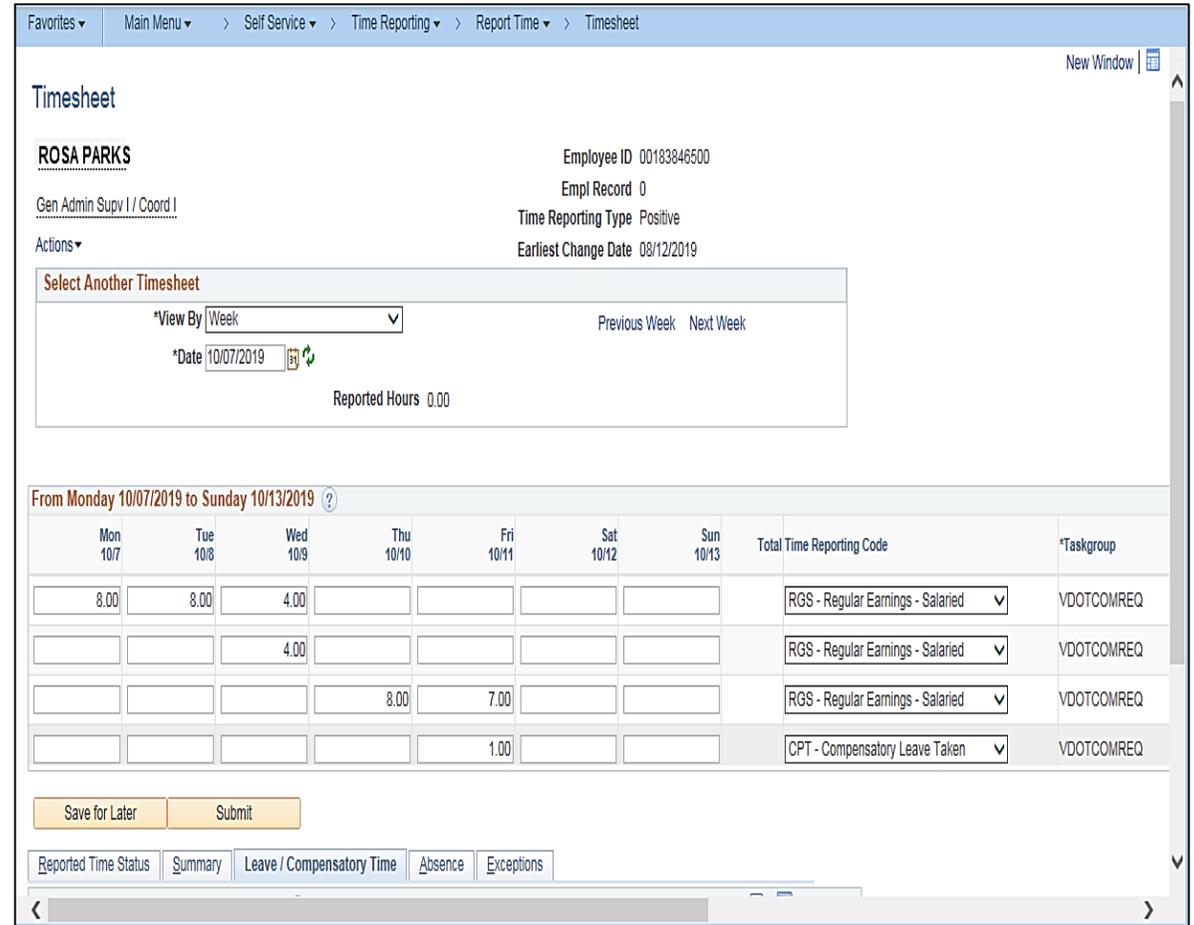
Charging Time to Multiple Distributions

The timesheet grid format allows you to charge time for multiple days for every unique TRC and charge distribution combination.

This reduces duplicate entry. Charging time to different projects can be done by selecting the appropriate **SpeedTypes** (ChartFields) for each individual time reporting line.

For example, this timesheet depicts entry for time worked as follows:

- Eight RGS hours Monday and Tuesday and four on Wednesday on Project A
- Four RGS hours on Wednesday on Project B
- Eight RGS hours on Thursday, and seven RGS hours on on Friday on Project C
- One hour of CPT time (Comp Time Taken) on Friday



Timesheet

ROSA PARKS Employee ID 00183846500
Gen Admin Supv I / Coord I Empl Record 0
Time Reporting Type Positive
Earliest Change Date 08/12/2019

Select Another Timesheet

*View By Week Previous Week Next Week
*Date 10/07/2019 Reported Hours 0.00

From Monday 10/07/2019 to Sunday 10/13/2019

Mon 10/7	Tue 10/8	Wed 10/9	Thu 10/10	Fri 10/11	Sat 10/12	Sun 10/13	Total Time Reporting Code	*Taskgroup
8.00	8.00	4.00					RGS - Regular Earnings - Salaried	VDOTCOMREQ
		4.00					RGS - Regular Earnings - Salaried	VDOTCOMREQ
			8.00	7.00			RGS - Regular Earnings - Salaried	VDOTCOMREQ
				1.00			CPT - Compensatory Leave Taken	VDOTCOMREQ

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

Click on image to enlarge



Business Unit and Telecommute ID Fields

Taskgroup Field

This is a required field that defaults and cannot be changed.

Business Unit Field

This is a required field. The **Business Unit** field defaults to the employee's agency (e.g., **50100** for VDOT) and cannot be changed.

Telecommute Field

To enter telecommute hours, if applicable, enter **TELE** in the **Telecommute** field. Otherwise, leave this field blank.

Equipment ID Field

Enter the identifier for the equipment.

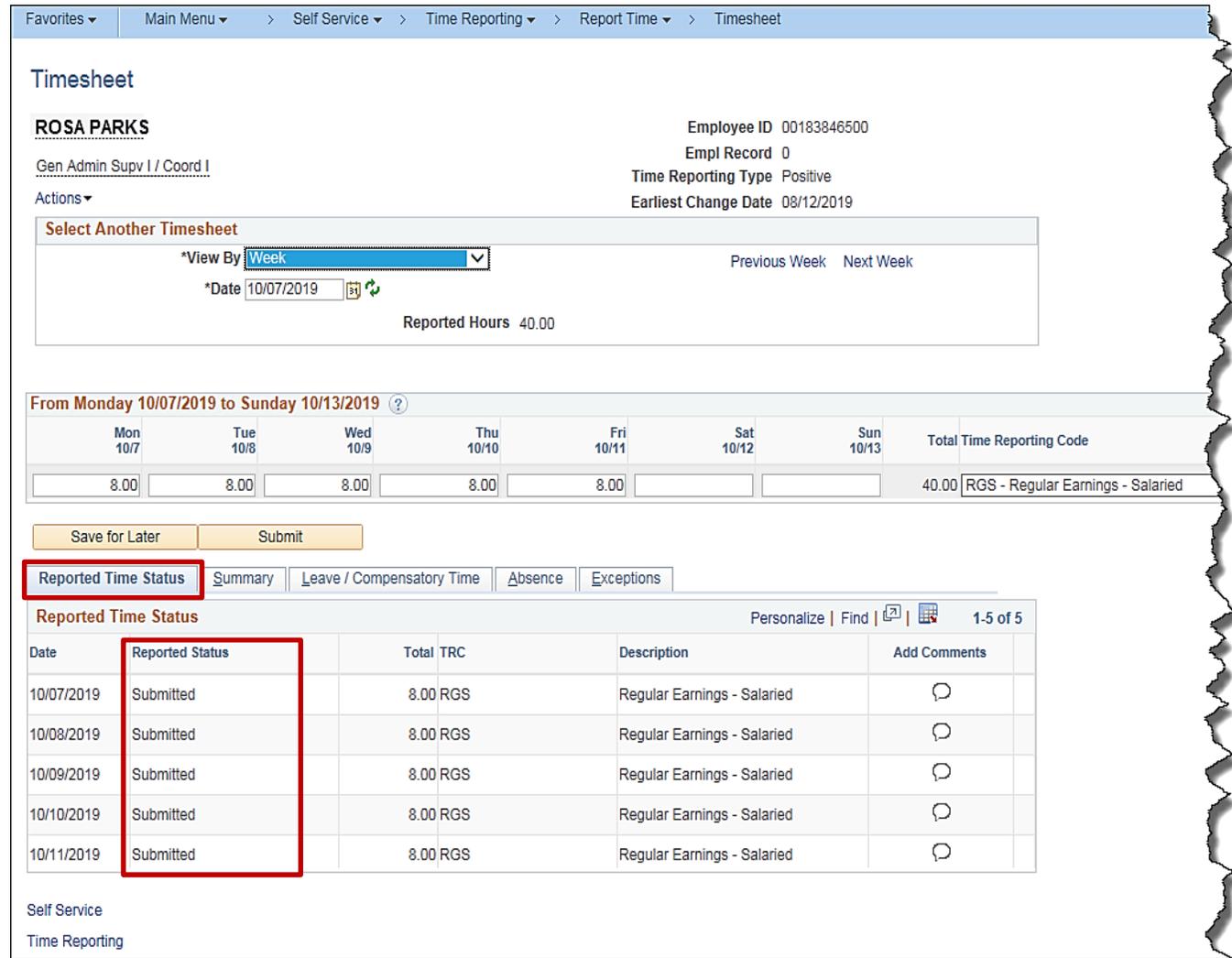
Total Time Reporting Code	*Taskgroup	Business Unit	Telecommute	Equipment ID
RGS - Regular Earnings - Salaried ▼	VDOTCOMREQ	50100	<input type="text"/>	<input type="text"/>



Viewing/Submitting Timesheet Status

Cardinal allows you to either submit the timesheet or to save it for later submission. To determine whether entered time has been **Saved** or **Submitted** on the **Timesheet** page, click the **Reported Time Status** tab to expand the section and view the status of time entered.

- If time has been saved but not submitted, the **Reported Status** field value displays **Saved**.
- If time has been submitted, the **Reported Status** field value displays **Submitted**.



The screenshot shows the 'Timesheet' page for Rosa Parks. The breadcrumb trail is: Favorites > Main Menu > Self Service > Time Reporting > Report Time > Timesheet. The user's name is ROSA PARKS, Employee ID is 00183846500, and the time reporting type is Positive. The page shows a summary of reported hours for the week of 10/07/2019 to 10/13/2019, with a total of 40.00 hours. Below this, there are buttons for 'Save for Later' and 'Submit'. The 'Reported Time Status' tab is selected and highlighted with a red box. The 'Reported Time Status' section shows a table with columns for Date, Reported Status, Total TRC, Description, and Add Comments. The 'Reported Status' column is highlighted with a red box. The table shows that all reported time for the week is in 'Submitted' status.

Date	Reported Status	Total TRC	Description	Add Comments
10/07/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
10/08/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
10/09/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
10/10/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
10/11/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	



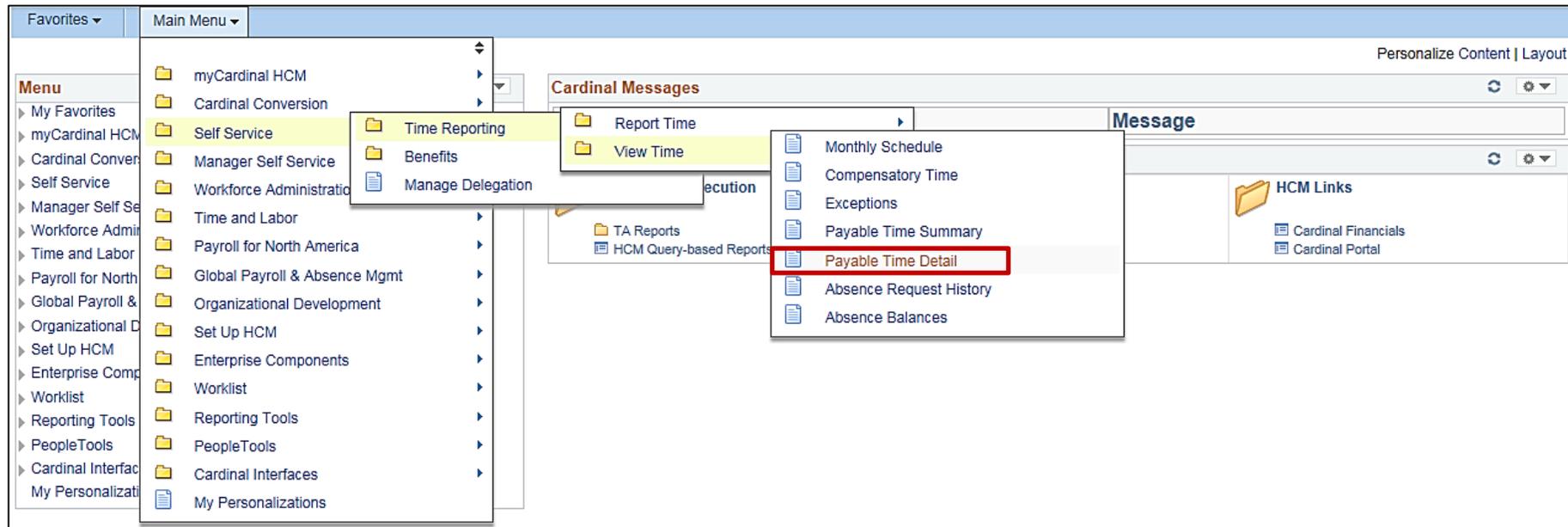
Viewing/Submitting Timesheet Status (continued)

Once you submit your time, hours are processed by Time Administration, a batch process that is run periodically throughout the day which validates reported time against time reporting rules.

This process generates what is called **Payable Time** (i.e., the final submitted time that is approved and paid).

Time Administration also records any exceptions to reported time. Finally, it routes your timesheet and absence requests to your supervisor for approval.

To view Payable Time, navigate using the following path: **Main Menu > Self Service > Time Reporting > View Time > Payable Time Detail**.





Viewing/Submitting Timesheet Status (continued)

From the following path, **Main Menu > Self Service > Time Reporting > View Time > Payable Time Detail**, you can view the **Status** of the hours you submitted for approval. **Status** must be **Approved** to be payable through payroll.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > View Time ▾ > Payable Time Detail

Payable Time Detail

SANDRA OCONNOR Employee ID EMP00000027
Fin Svcs Specialist I Employment Record 0

Actions ▾
Start Date 01/23/2017 [calendar icon]
End Date 03/07/2017 [calendar icon] [refresh icon]

▶ Payable Status Filter

Payable Time ?

Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval [filter icon]

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
01/23/2017	Approved		RGS	8.00	Hours	\$115.384616
01/24/2017	Approved		RGS	8.00	Hours	\$115.384616
01/25/2017	Approved		RGS	8.00	Hours	\$115.384616
01/26/2017	Approved		RGS	8.00	Hours	\$115.384616
01/27/2017	Approved		RGS	8.00	Hours	\$115.384616
01/30/2017	Needs Approval		RGS	8.00	Hours	\$115.384616
01/31/2017	Needs Approval		RGS	8.00	Hours	\$115.384616



Viewing/Submitting Timesheet Status (continued)

The **Payable Status** field displays one of the following values:

- **Needs Approval** - Waiting for approver approval
- **Approved** - Approved by the approver
- **Rejected by Payroll** - Rows that will not be allocated to General Ledger
- **Distributed** - Paid and Allocated to General Ledger
- **Denied** - Denied by the approver
- **Estimated** - Does not require approval per workgroup (**RGS/UOT** for some employees based on workgroup does not require approval and is generated in **Estimated** status until period close when it changes to approved)
- **Taken by Payroll** - Time that was approved and is currently being allocated (will change to **Distributed** or **Rejected** by Payroll after allocation is complete)



Viewing/Submitting Timesheet Status (continued)

Cardinal does not allow users to manually enter negative hours. However, you may see negative hours displayed on the **Payable Time Detail** page.

Those hours are generated by Cardinal. Cardinal automatically creates negative hours to offset any adjustment to reported time or when an absence occurs after time has been submitted and approved.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > View Time ▾ > Payable Time Detail

Payable Time Detail

HECTOR ARANA Employee ID EMP00000003
Fin Svcs Specialist I Employment Record 0

Actions ▾

Start Date 01/05/2017 [calendar icon]
End Date 01/11/2017 [calendar icon]

Payable Status Filter

Payable Time ?

Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval [filter icon]

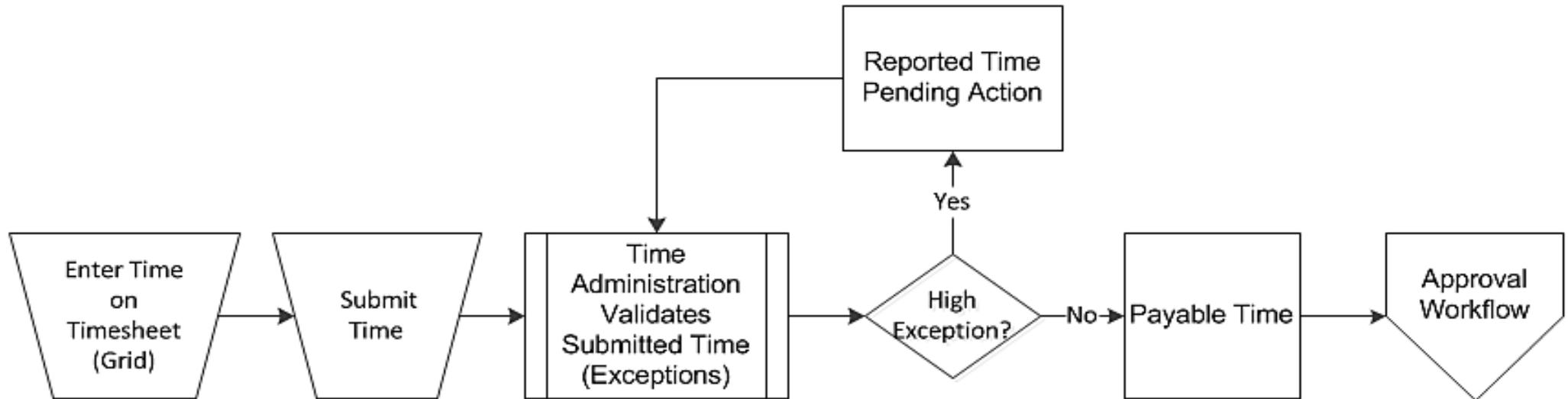
Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
01/05/2017	Approved		RGS	8.00 Hours		\$115.384616
01/06/2017	Approved		RGS	8.00 Hours		\$115.384616
01/06/2017	Needs Approval		RGS	8.00 Hours		\$115.384616
01/06/2017	Needs Approval		RGS	-8.00 Hours		\$-115.384616



Administer Time and Attendance Validation and Approval

In order to be processed by Time Administration, reported time must be submitted. Time should be entered and submitted at the end of the week and the end of the pay period. Once time has been submitted for processing, Time Administration validates against time reporting rules and generates payable time. Time Administration may also generate exceptions (low, medium, or high severity).

Only high severity exceptions prevent time processed from becoming payable time, but all exceptions should be reviewed and corrected.





Administer Time and Attendance Validation and Approval (continued)

Your approver may approve or deny payable time. Once the approver takes action, you can check the status of your time by accessing the **View Payable Time Detail** page. If the **Status** is denied, discuss the reason with your supervisor, make the necessary adjustments, and resubmit the time for processing and approval.

Navigate to the **Payable Time Detail** page using the following path:

Main Menu > Self Service > Time Reporting > View Time > Payable Time Detail

The screenshot shows the 'Payable Time Detail' page for George Patton. The breadcrumb trail is: Favorites > Main Menu > Self Service > Time Reporting > View Time > Payable Time Detail. The page title is 'Payable Time Detail'. The employee's name is 'GEORGE PATTON' with Employee ID 'EMP00000029' and Job Title 'Fin Svcs Specialist I'. There is an 'Actions' dropdown menu. The 'Start Date' is '12/29/2016' and the 'End Date' is '01/04/2017'. Below this is a 'Payable Status Filter' section. The main data is presented in a table with tabs for 'Overview', 'Time Reporting Elements', 'Task Reporting Elements', and 'Cost and Approval'. The table has columns for Date, Status, Reason Code, Time Reporting Code, Quantity, TRC Type, and Estimated Gross. Three rows of data are shown, all with a status of 'Approved'.

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
12/29/2016	Approved		RGS	8.00 Hours		\$115.384616
12/30/2016	Approved		RGS	8.00 Hours		\$115.384616
01/02/2017	Approved		HOL	8.00 Hours		\$115.384616



Administer Time and Attendance Validation and Approval (continued)

The Agency provides annual schedules of due dates for timesheet submission and approval.

Your schedule for punctually completing and submitting your timesheet allows adequate time for:

- Time Administration processing
- Correction of exceptions as needed
- Resubmission through Time Administration as needed
- Final approval for payable time to be created



Timesheet Lockout

Timesheets are placed on a temporary lockout at the end of a pay period for a brief window of time. This prevents any changes to payable time during the allocation process which is a process that distributes payroll costs to various projects, cost centers, etc. Once the lockout is lifted, adjustments can be made to that pay period if necessary. Check your Salary/Hourly Calendars to see specific Lockout dates.

During Lockout:

- No salaried timesheet entry/approval can occur for that pay period or for prior period adjustments.
- Salaried timesheet entry/approval is allowed for up to six future pay periods subsequent to the specific period under lockout.

When Lockout is not in effect, you can enter, approve, and/or adjust timesheets for up to six prior pay periods but not prior to the first pay period of the current fiscal year.



Compensatory and Overtime Leave

If you are eligible for compensatory and overtime leave, you can view earned and taken compensatory and overtime leave time on the **Timesheet** page. Click the **Leave/Compensatory Time** tab to view available balances.

Example Compensatory Leave

Reported Time Status	Summary	Leave / Compensatory Time	Absence	Exceptions		
Leave and Compensatory Time Balances ?			Personalize Find		1 of 1	
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail	
Comp Time	COMP_LEAVE	8.00	0	120		

Example Overtime Leave

Reported Time Status	Summary	Leave / Compensatory Time	Absence	Exceptions		
Leave and Compensatory Time Balances ?			Personalize Find		1 of 1	
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail	
Comp Time	OT_LEAVE	60.00	0	480		



Compensatory and Overtime Leave (continued)

If you are eligible, you can enter the following Time Reporting Code(s) directly on the timesheet:

- **CPE** - Compensatory Leave Earned
- **ECP** - Emergency Compensatory Leave Earned
- **CPT** - Compensatory Leave Taken
- **OTL** - Overtime Leave Earned
- **EOL** - Emergency Overtime Leave Earned
- **OTT** - Overtime Leave Taken

From Monday 10/03/2016 to Sunday 10/09/2016 ?							
Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Total
	2.00						

- CLO - Office Closing
- COP - Actual Hours Called Out
- CPE - Compensatory Leave Earned**
- CPO - Comp Time Leave Payout
- CPT - Compensatory Leave Taken
- EO1 - Emerg OT @ Time 1/2 - Sal
- HFL - Holiday - Floating
- NHO - No Holiday Pay
- OCP - Pre-Approved On-Call Hours
- OS1 - OT @Straight Time - Sal
- OT1 - OT @Time 1/2 - Sal
- RGS - Regular Earnings - Salaried
- RLW - Regular Time LTD Working
- RSW - Regular Time STD Working



Compensatory and Overtime Leave (continued)

When compensatory leave or overtime leave is earned, the time should be entered on the timesheet with the corresponding TRC and the appropriate charge distribution associated with the work.

When compensatory or overtime leave is taken, the time should be entered on the timesheet with the corresponding TRC. Cardinal auto-populates the charge distribution on the **ChartFields** link.

Entered compensatory and overtime hours are processed by Time Administration and then routed to the approver for approval.

From Monday 10/28/2019 to Sunday 11/03/2019 ?

Mon 10/28	Tue 10/29	Wed 10/30	Thu 10/31	Fri 11/1	Sat 11/2	Sun 11/3	Total	Time Reporting Code
8.00								RGS - Regular Earnings - Salaried
2.00								CPE - Compensatory Leave Earned

Save for Submit



Compensatory and Overtime Leave (continued)

You can view compensatory and overtime leave balances in the **Leave and Compensatory Time Balances** at the bottom of the **Timesheet** page. The **Leave and Compensatory Time** page provides more detail about compensatory and overtime leave, including the balance as of the current date.

Click on the **View Detail** icon for each leave type in the Plan field to open the **Leave and Compensatory Time** page.

The screenshot shows the 'Leave and Compensatory Time Balances' page. At the top, there are buttons for 'Save for Later' and 'Submit'. Below that are tabs for 'Reported Time Status', 'Summary', 'Leave / Compensatory Time', 'Absence', and 'Exceptions'. The 'Leave and Compensatory Time Balances' section has a table with the following data:

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	COMP_LEAVE	8.00	0	120	

Below the table are links for 'Return to Select Employee', 'Manager Self Service', and 'Time Management'. A red box highlights the 'View Detail' icon, and a red arrow points to the 'Detail' page.

The 'Detail' page shows the following information:

Detail
GEORGE PATTON Employee ID EMP00000029
Fin Svcs Specialist I Employment Record 0

Actions
Displays the balance of Leave/Compensatory time for an employee as of the specified date. This balance may be positive or negative, depending on how the plan is set up and what has been reported

The 'Leave and Compensatory Time' section has a table with the following data:

Plan	Plan Description	Unit Type	Expiration Date	Starting Balance	Units Earned	Units Taken	End Balance	Accrual Date
COMP_LEAVE	Compensatory Leave Plan Hours		12/26/2017	0.000000	8.000000	0.000	8.000	12/26/2016



Holidays

Holidays do not display on the timesheet. However, Time Administration automatically recognizes all State holidays and gives each eligible employee the appropriate number of holiday hours required. For this scenario, Mon 11/11 is a Holiday.

Holiday hours are given in full and half day increments (8 hours or 4 hours). If an eligible employee is on a work schedule with more than 8 hours a day, they must report the additional hours (beyond the 8 holiday hours granted) with another appropriate TRC or leave type.

Do not enter a **TRC** or any hours on a holiday unless hours were worked on that holiday.

Earliest change date 09/03/2019

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 11/11/2019 🔄

Reported Hours 32.00

From Monday 11/11/2019 to Sunday 11/17/2019 ?

Mon 11/11	Tue 11/12	Wed 11/13	Thu 11/14	Fri 11/15	Sat 11/16	Sun 11/17	Total Time Reporting Code	*Taskgroup	
	8.00	8.00	8.00	8.00			32.00	RGS - Regular Earnings - Salaried	VDOTCOMREQ

Save for Later Submit

Reported Time Status Summary Absence Exceptions

Reported Time Status Personalize Find 🔍 📄 1-4 of 4

Date	Reported Status	Total TRC	Description	Add Comments
11/12/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	🗨️
11/13/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	🗨️
11/14/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	🗨️
11/15/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	🗨️

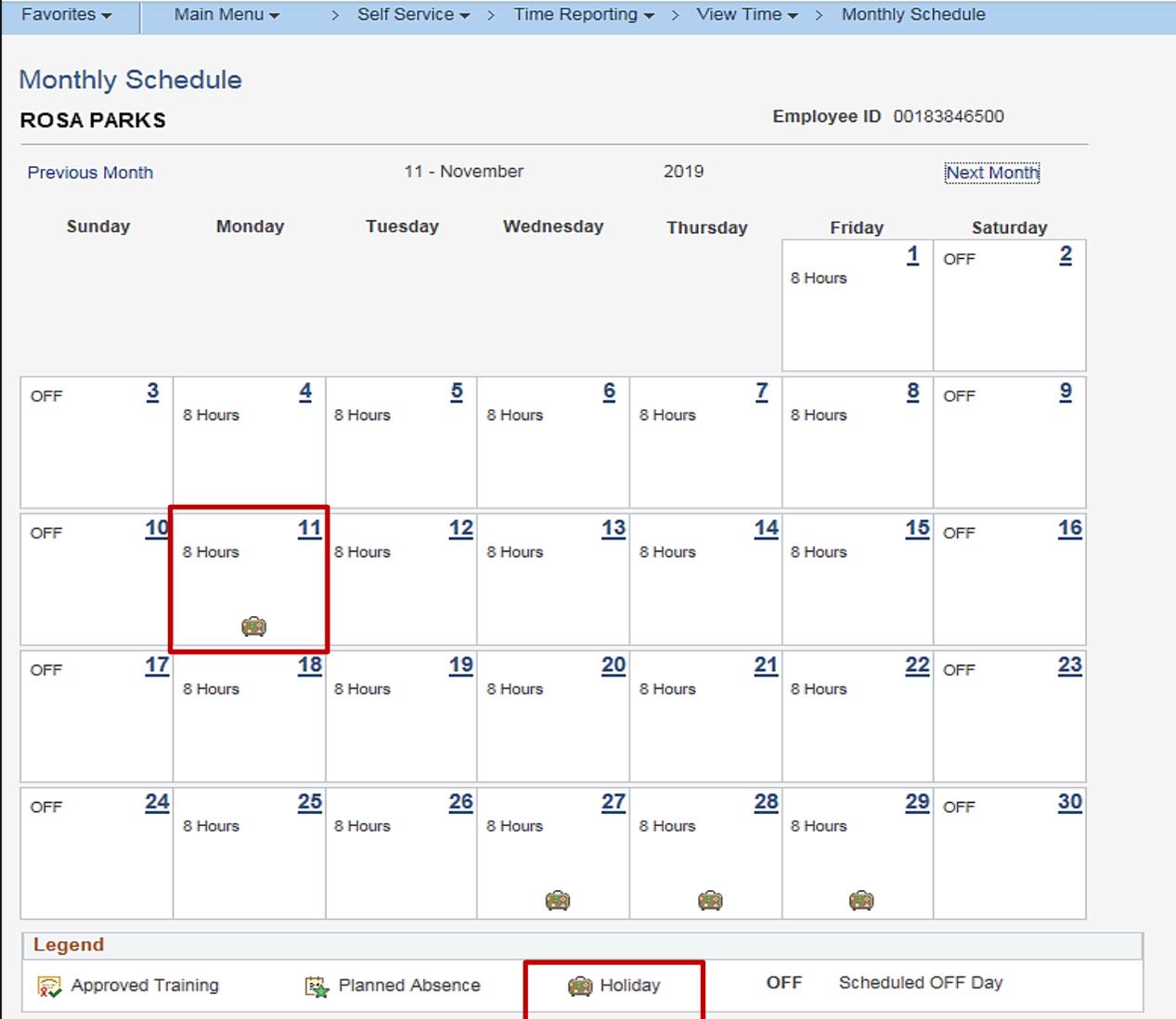
Self Service
Time Reporting

Holidays and Entering Floating Holidays

You can view Holidays on the **Monthly Schedule** page in Time and Attendance by clicking on the **suitcase** icon. **These holidays are not visible on the timesheet.**

Navigate to the **Monthly Schedule** page using the following path:

Main Menu > Self Service > Time Reporting > View Time > Monthly Schedule



Monthly Schedule
ROSA PARKS Employee ID 00183846500

Previous Month 11 - November 2019 Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
OFF <u>3</u>	8 Hours <u>4</u>	8 Hours <u>5</u>	8 Hours <u>6</u>	8 Hours <u>7</u>	8 Hours <u>1</u>	OFF <u>2</u>
OFF <u>10</u>	8 Hours <u>11</u>	8 Hours <u>12</u>	8 Hours <u>13</u>	8 Hours <u>14</u>	8 Hours <u>8</u>	OFF <u>9</u>
OFF <u>17</u>	8 Hours <u>18</u>	8 Hours <u>19</u>	8 Hours <u>20</u>	8 Hours <u>21</u>	8 Hours <u>15</u>	OFF <u>16</u>
OFF <u>24</u>	8 Hours <u>25</u>	8 Hours <u>26</u>	8 Hours <u>27</u>	8 Hours <u>28</u>	8 Hours <u>22</u>	OFF <u>23</u>
OFF <u>31</u>	8 Hours <u>30</u>	8 Hours <u>29</u>	8 Hours <u>28</u>	8 Hours <u>27</u>	8 Hours <u>26</u>	8 Hours <u>25</u>

Legend

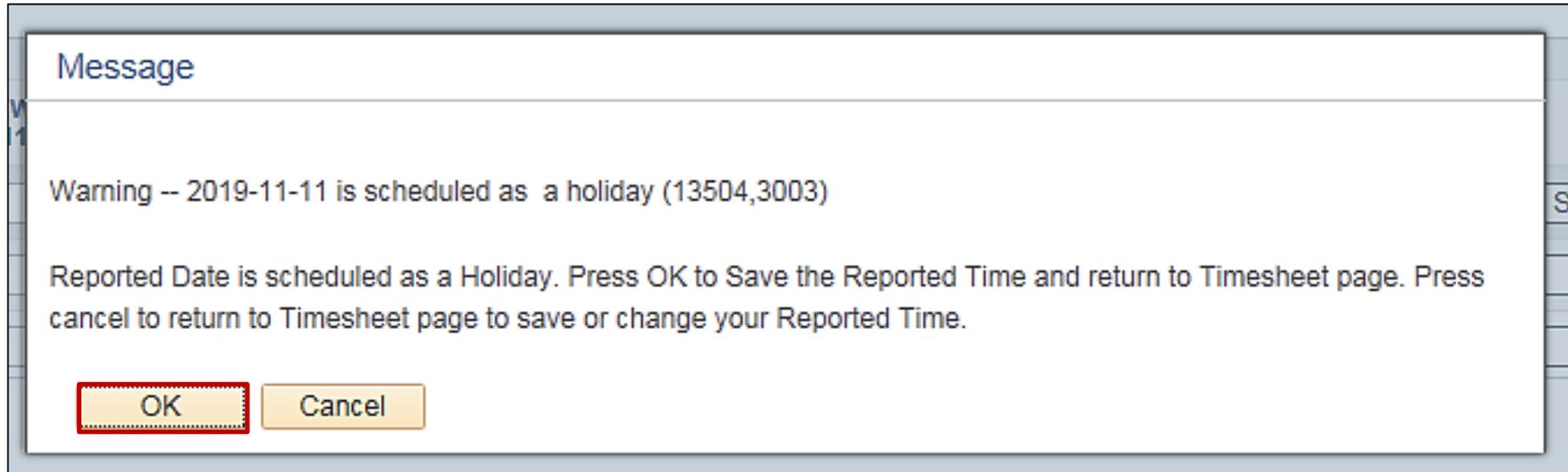
-  Approved Training
-  Planned Absence
-  Holiday
- OFF Scheduled OFF Day



Working on a Holiday

If you work on a holiday, enter the hours and appropriate TRC on the holiday. The holiday warning message displays when the **Save for Later** or **Submit** button is clicked.

Click the **OK** button to save the reported hours.





Floating Holiday

A Floating Holiday is a paid day off from work, given as a substitution when an employee works on a holiday. **Floating holidays must be taken during the pay period in which the holiday occurs.** Consult your agency policy and supervisor to see if you are eligible.

For an eligible employee with a floating holiday, instead of the standard holiday:

- Row 1 - Enter regular hours worked, and use the **NHO** Time Reporting Code. After entering the **TRC**, click the **ChartFields** link and the charge distribution auto-populates. Click the **OK** button to return to the **Timesheet** page.
- Row 2 - Enter regular hours worked.

Gen Admin Supv/T/Coord I

Time Reporting Type Positive
Earliest Change Date 08/12/2019

Actions ▾

Select Another Timesheet

*View By Previous Week Next Week

*Date

Reported Hours 48.00

From Monday 09/02/2019 to Sunday 09/08/2019 ?

Mon 9/2	Tue 9/3	Wed 9/4	Thu 9/5	Fri 9/6	Sat 9/7	Sun 9/8	Total	Time Reporting Code
<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.00	NHO - No Holiday Pay ▾
<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	40.00	RGS - Regular Earnings - Salaried ▾				

Submit

Note: Not every employee is permitted to take floating holidays. Before entering a floating holiday on the timesheet, confirm eligibility with the approver.



Floating Holiday (continued)

The Time Reporting Code of **HFL** is entered for the day taken as the floating holiday. After entering the **TRC**, click the **ChartFields** link and the charge distribution will auto-populate. Click **OK** to return to the **Timesheet** page.

Time Reporting Type Positive
Earliest Change Date 08/12/2019

Actions ▾

Select Another Timesheet

*View By Previous Week Next Week

*Date

Reported Hours 0.00

From Monday 09/09/2019 to Sunday 09/15/2019

Mon 9/9	Tue 9/10	Wed 9/11	Thu 9/12	Fri 9/13	Sat 9/14	Sun 9/15	Total	Time Reporting Code	*Ta
<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="HFL - Holiday - Floating"/>	VDC
<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="RGS - Regular Earnings - Salaried"/>	VDC



Office Closing

Office Closings occur when circumstances require emergency closings due to inclement weather, utility failure, fire, or other forced evacuations from the agency or work site.

Use **CLO** as the Time Reporting Code for office closings. The **CLO** Time Reporting Code auto-populates the charge distribution after the **ChartField** link is clicked.

Actions Earliest Change Date 08/12/2019

Select Another Timesheet

*View By Previous Week Next Week

*Date

Reported Hours 0.00

From Monday 09/16/2019 to Sunday 09/22/2019 ?

Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20	Sat 9/21	Sun 9/22	Total	Time Reporting Code	*Tas
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2.00	<input type="text"/>	<input type="text"/>		CLO - Office Closing <input type="text" value="v"/>	VDC
8.00	8.00	8.00	8.00	6.00				RGS - Regular Earnings - Salaried <input type="text" value="v"/>	VDC

[Reported Time Status](#)
[Summary](#)
[Leave / Compensatory Time](#)
[Absence](#)
[Exceptions](#)



Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



The Time Administration process will process time for time saved and submitted.

- True
- False

PROPERTIES

On passing, 'Finish' button: [Goes to Next Slide](#)

On failing, 'Finish' button: [Goes to Next Slide](#)

Allow user to leave quiz: [After user has completed quiz](#)

User may view slides after quiz: [At any time](#)

Show in menu as: [Single item](#)



Edit in Quizmaker



Edit Properties

The weekly time entry format allows you to enter multiple days for each unique combination of Time Reporting Code (TRC) and charge distribution, which reduces duplicate entry.

True

False

PROPERTIES

On passing, 'Finish' button: [Goes to Next Slide](#)

On failing, 'Finish' button: [Goes to Next Slide](#)

Allow user to leave quiz: [After user has completed quiz](#)

User may view slides after quiz: [At any time](#)

Show in menu as: [Single item](#)



Edit in Quizmaker



Edit Properties

The Timesheets are placed on a temporary _____ at the end of the pay period. This prevents changes to payable time during the allocation process that distributes payroll costs to various projects, cost centers, etc.

Hold

Page

PROPERTIES
Lockout

On passing, 'Finish' button: [Goes to Next Slide](#)

On failing, 'Finish' button: [Goes to Next Slide](#)

Allow user to leave quiz: [After user has completed quiz](#)

User may view slides after quiz: [At any time](#)

Show in menu as: [Single item](#)



Edit in Quizmaker



Edit Properties

Holidays are visible on the _____ page.

- Timesheet
- ChartField Distribution
- Monthly Schedule

PROPERTIES

- All of the above

On passing, 'Finish' button: [Goes to Next Slide](#)

On failing, 'Finish' button: [Goes to Next Slide](#)

Allow user to leave quiz: [After user has completed quiz](#)

User may view slides after quiz: [At any time](#)

Show in menu as: [Single item](#)



Edit in Quizmaker



Edit Properties



Lesson 3: Summary

3

Entering and Viewing Time and Holidays

In this lesson, you learned:

- Enter hours, choose a Time Reporting Code, and enter a charge distribution by day.
- Enter a charge distribution, search for and select the appropriate SpeedType, and enter additional ChartField values as needed.
- Review time the day after submission and check it for any exceptions.
- View compensatory leave and overtime leave balances on the Timesheet page.



Lesson 4: Introduction

4

Viewing Absence Balances and Entering Absence Requests

This lesson covers the following topics:

- Viewing current and future Absence Entitlement Balances
- Entering and submitting Absence Requests



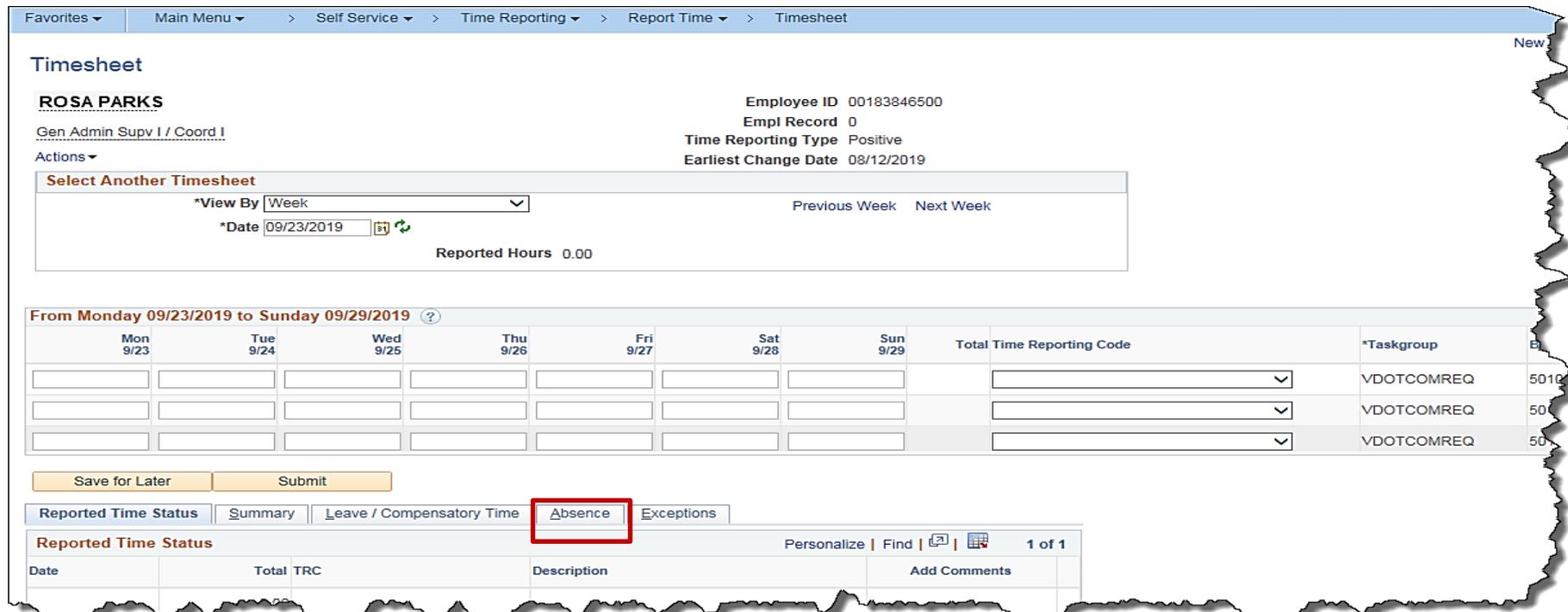
Navigate to Absence Events and Balances

You can enter and submit absence requests and view absence related balances from the **Timesheet** page.

Navigate to the **Timesheet** page using the following navigation path:

Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Scroll down on the Timesheet and click the **Absence** tab to expand the **Absence Events** section.



The screenshot shows the Timesheet application interface. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Self Service > Time Reporting > Report Time > Timesheet. The user's name is ROSA PARKS, and the Employee ID is 00183846500. The interface includes a "Select Another Timesheet" section with a "View By" dropdown set to "Week" and a "Date" field set to 09/23/2019. Below this is a table for reporting hours from Monday 09/23/2019 to Sunday 09/29/2019. The table has columns for each day and a "Total" column. The "Time Reporting Code" and "Taskgroup" are set to VDOTCOMREQ. At the bottom, there are tabs for "Reported Time Status", "Summary", "Leave / Compensatory Time", "Absence", and "Exceptions". The "Absence" tab is highlighted with a red box. Below the tabs is a "Reported Time Status" section with a table that has columns for "Date", "Total TRC", "Description", and "Add Comments".



Viewing Absence Events Section

The **Absence Events** section contains the following:

- **Absence Take** tab
- **Add Absence Event** button
- **Absence Entitlement Balances** section

The screenshot shows a web application interface for viewing absence events. At the top, there are two rows of input fields with dropdown menus, both set to 'VDOTCOMREQ' and '50100'. Below these are 'Save for Later' and 'Submit' buttons. A navigation menu includes 'Reported Time Status', 'Summary', 'Leave / Compensatory Time', 'Absence', and 'Exceptions', with 'Absence' currently selected. The main content area is titled 'Absence Events' and contains a sub-tab 'Absence Take'. Below the tab is a table with the following columns: *Start Date, End Date, Absence Name, Reason, Unit Type, Details, Status, Approval Monitor, Source, Cancel, and Edit. The table contains one row with 'Approval Monitor' as the status and 'Administrator Absence Event' as the source. Below the table is an 'Add Absence Event' button. The second section is 'Absence Entitlement Balances', which contains a table with the following columns: Entitlement Name, Balance as of 07/24/2019**, From, To, and Accrual Period. The table lists five types of leave: Parental Leave, Family Medical Leave, VSDP Sick Leave, Sick Leave, and Pre-Layoff Leave, all with a balance of 0.00 Hours and an accrual period of 'Year to Date'.

*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
					Details		Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	Edit

Entitlement Name	Balance as of 07/24/2019**	From	To	Accrual Period
Parental Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Family Medical Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
VSDP Sick Leave	34.00 Hours	01/10/2019	01/09/2020	Year to Date
Sick Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Pre-Layoff Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date



Viewing Current Absence Entitlement Balances

The **Absence Entitlement Balances** section of the timesheet provides a view of absence balances (excluding Compensatory and Overtime leave).

It shows absence balances as of the most recently finalized and closed pay period.

These balances do **not** reflect absence events entered or entitlements earned in the current pay period.

Use the scrollbar on the side to view all absence balances.

Add Absence Event

Absence Entitlement Balances					Personalize [?]
Entitlement Name	Balance as of 07/24/2019**	From	To	Accrual Period	
Parental Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date	↑
Family Medical Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date	
VSDP Sick Leave	34.00 Hours	01/10/2019	01/09/2020	Year to Date	
Sick Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date	
Pre-Layoff Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date	
Public Health Emergency	0.00 Hours	01/10/2019	01/09/2020	Year to Date	
VSDP Personal Leave	2.30 Hours	01/10/2019	01/09/2020	Year to Date	
Military Bank Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date	
Employee Suggestion Program	0.00 Hours	01/10/2019	01/09/2020	Year to Date	
Employee Recognition Program	0.00 Hours	01/10/2019	01/09/2020	Year to Date	
Emergency Service Volunteer	0.00 Hours	01/10/2019	01/09/2020	Year to Date	
Educational Leave w/o Pay	0.00 Hours	01/10/2019	01/09/2020	Year to Date	
Educational Leave w/ Pay	0.00 Hours	01/10/2019	01/09/2020	Year to Date	
Victim of Disaster	0.00 Hours	01/10/2019	01/09/2020	Year to Date	
Converted Disability Credits	130.90 Hours	01/10/2019	01/09/2020	Year to Date	↓

**Disclaimer The current balance does not reflect absences that have not been processed.

Absence Entry Fields

The screenshot shows the 'Absence Events' form with the following fields and buttons highlighted by numbered red circles:

- 1: Start Date (09/03/2019)
- 2: End Date (09/03/2019)
- 3: Absence No. (Vacation)
- 4: Reason (Vacation)
- 5: Duration (8.00 Hours)
- 6: Unit Type (Details)
- 7: Status (New)
- 8: Approval Monitor (Approval Monitor)
- 9: Source (Employee Timesheet)
- 10: Cancel (checkbox)
- 11: Forecast (Forec)
- 12: Edit (Edit)
- 13: Delete (Del)

*Start Date	End Date	Absence No. (Reason)	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
09/03/2019	09/03/2019	Vacation	Vacation	8.00 Hours	Details	Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit	Del

Show interaction in menu as: [Single item](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)



Edit in Engage



Edit Properties



Entering an Absence Request

To enter an absence request:

- Enter or select the week that contains the begin date of your leave request.
- Click the **Absence** tab.
- Click the **Add Absence Event** button under the **Absence Events** section.

Gen Admin Supv I / Coord I Empl Record 0

Time Reporting Type Positive
Earliest Change Date 08/12/2019

Actions ▾

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 09/23/2019

Reported Hours 0.00

From Monday 09/23/2019 to Sunday 09/29/2019 ?

Mon 9/23	Tue 9/24	Wed 9/25	Thu 9/26	Fri 9/27	Sat 9/28	Sun 9/29	Total	Time Reporting Code	*Taskgroup	Business Unit
<input type="text"/>		<input type="text"/>	VDOTCOMREQ	50100						
<input type="text"/>		<input type="text"/>	VDOTCOMREQ	50100						
<input type="text"/>		<input type="text"/>	VDOTCOMREQ	50100						

Reported Time Status | **Absence** | Summary | Leave / Compensatory Time | Exceptions

Absence Events Personalize |

Absence Take

*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
					Details		Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	<input type="button" value="Edit"/>



Entering an Absence Request (continued)

- Populate the following required fields on the **Absence Take** tab:
 - Enter **Start Date**
 - Enter **End Date**
 - Select **Absence Name**
 - Select **Reason**
 - Click the **Details** link

The screenshot shows the 'Absence Events' interface with the 'Absence Take' tab selected. A table displays one row of data for a vacation request on 09/23/2019. The 'Start Date' and 'End Date' fields are date pickers. The 'Absence Name' and 'Reason' fields are dropdown menus. The 'Details' column contains a link highlighted with a red box. The 'Status' is 'New', 'Approval Monitor' is 'Approval Monitor', and 'Source' is 'Employee Timesheet'. There are buttons for 'Forec', 'Edit', and 'Del' in the row.

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
09/23/2019	09/23/2019	Vacation	Vacation		Hours	Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit	Del



Entering an Absence Request (continued)

The **Absence Events Details** page displays. Cardinal auto-populates any information already entered in the **Absence Event** section of the **Timesheet** page.

Cardinal uses both the employee schedule and the information entered in the **Absence Event Details** page to automatically calculate the total hours (duration) of the absence.

If the absence is for the full scheduled work day, click the **Calculate End Date or Duration** button to display the calculated absence hours.

The screenshot shows the 'Absence Event Details' page for ROSA PARKS, Gen Admin Supv I / Coord I. The page includes a navigation bar with 'Favorites', 'Main Menu', 'Self Service', 'Time Reporting', 'Report Time', and 'Timesheet'. The main content area is titled 'Absence Event Details' and contains the following sections:

- Instructions:** Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.
- Absence Detail:** A section containing several fields:
 - *Start Date: 09/23/2019
 - End Date: 09/23/2019
 - Filter by Type: All
 - *Absence Name: Vacation
 - *Reason: Vacation
 - Partial Days: None
 - Duration: [] Hours
- Calculate End Date or Duration:** A button located below the Absence Detail section.
- Comments:** A section for Reporter Comments with a text input field and a small icon.
- Buttons:** OK and Cancel buttons.
- Footer:** * Required Field and **Disclaimer: The current balance does not reflect absences that have not been processed.

Additional information visible on the right side of the page includes 'View Monthly Schedule' and 'Current Balance 443.55 Hours**'.



Partial Day Options

If the absence is for a partial day, select the **Partial Days** drop-down.

There are five options to choose from:

- **All Days** - Use if the days entered are all partial days. **Select this option when taking one partial day of leave.**
- **End Day Only** - Use this when the last day only is a partial day.
- **None** - This is the default value. Do not change this if none of the days are partial days.
- **Start Day Only** - Use when the first day only is a partial day.
- **Start and End Days** - Use when the first and last days are partial days.

The screenshot shows a web form titled "Absence Detail" with a help icon. The form contains the following fields and options:

- *Start Date: 09/23/2019
- End Date: 09/23/2019
- Filter by Type: All
- *Absence Name: Vacation
- *Reason: All Days, End Day Only, None (highlighted), Start Day Only, Start and End Days
- Partial Days: None (highlighted)
- Duration: Start and End Days
- View Monthly Schedule (link)
- Current Balance: 443.55 Hours**
- Calculate End Date or Duration (button)
- Reporter Comments: (text area)

Buttons for "Save" and "Cancel" are visible at the bottom of the form.



Partial Day Options (continued)

If the absence does not fit any of these options, then more than one request (meeting all the needed absences conditions) will need to be entered.

For example, if an employee is taking three days off and the middle day only is a partial day, enter this as two requests:

- Request one - Enter the first day as one request (full day).
- Request two - Enter the second day (partial) and third day (full) – using the **Start Day Only** option.

If a partial option is selected, you will be required to enter **Partial Hours**.

Click the **Calculate End Date or Duration** button after entering an absence request to calculate the duration.

*Absence Name: Vacation

*Reason: All Days

Partial Days: **None**

Duration: Start and End Days

Calculate End Date or Duration

Partial Hours

Absence Detail

*Start Date: 09/30/2019

End Date: 09/30/2019

Filter by Type: All

*Absence Name: Vacation

*Reason: Vacation

Partial Days: **All Days**

All Days Hours: 4.00

Duration: 4.00 Hours

Calculate End Date or Duration



Reporter Comments

The **Reporter Comments** field allows entry of comments regarding the absence, if needed.

Important Note: If comments are entered in this field, the comments can be viewed by anyone with access to these pages. For that reason, use caution if entering personal information.

After entering all required information on the **Absence Event Details** page, click the **OK** button to return to the **Absence Take** tab.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Report Time ▾ > Timesheet

Absence Event Details

ROSA PARKS
Gen Admin Supv I / Coord I

▼ **Instructions**
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail ?

*Start Date: 09/23/2019 [BT] View Monthly Schedule
End Date: 09/23/2019 [BT]
Filter by Type: All ▾
*Absence Name: Vacation ▾ Current Balance 443.55 Hours**
*Reason: Vacation ▾
Partial Days: None ▾
Duration: 8.00 Hours

Calculate End Date or Duration

Comments

Reporter Comments:

OK Cancel

* Required Field
**Disclaimer The current balance does not reflect absences that have not been processed.



Forecast Absence Event

When the **Absence Take** tab returns, the **Duration** field populates with the hours for the absence.

Most absence types require the employee to forecast his/her projected balances prior to submitting a request. The forecast process calculates anticipated balances up through the date being requested based on:

- All prior absence requests for that absence type (e.g., vacation, anticipated entitlements)
- Any scheduled increases in the employee leave accruals

If the absence type requires forecasting, the **Forecast** button is enabled after selecting the **Absence Name** when making a new absence request.

Click the **Forecast** button to determine whether there is enough entitlement to cover the request.

The screenshot shows the 'Absence Events' interface. At the top, there are tabs for 'Reported Time Status', 'Summary', 'Leave / Compensatory Time', 'Absence', and 'Exceptions'. Below the tabs is the 'Absence Events' header with a 'Personalize' link. Underneath is the 'Absence Take' tab. The main area contains a table with the following columns: *Start Date, End Date, Absence Name, Reason, Duration, Unit Type, Details, Status, Approval Monitor, Source, Cancel, Forecast, Edit, and Delete. The 'Duration' column for the first row is highlighted with a red box and contains the value '8.00'. The 'Forecast' button in the first row is also highlighted with a red box and contains the text 'Forec'. The 'Edit' button is labeled 'Edit' and the 'Delete' button is labeled 'Del'.

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
09/23/2019	09/23/2019	Vacation	Vacation	8.00	Hours	Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit	Del



Forecast Absence Event (continued)

If there is sufficient time available for the type of absence selected, the following **Forecast Successful** message displays and the **Submit** button should be clicked immediately.

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time **Absence** Exceptions

Forecast Successful:
You are eligible to take the requested absence and you may submit your request.
Date Time: September 8, 2019 at 08:48

Absence Events ?

Absence Take Forecast Results

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast
09/23/2019	09/23/2019	Vacation	Vacation	8.00 Hours		Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast

Add Absence Event



Insufficient Absence Balance

When an employee makes an absence request and does not have the sufficient entitlement balance, Cardinal displays the message below when the forecast is made:

Forecast Error:

You do not have sufficient leave balance for the date(s) or duration requested. Your forecasted balance includes current balance and projected accrual, less any approved, submitted, pushed back, or saved absence requests for this leave type, up through the begin date of this request. In order to submit this request, you can do one of the following: 1) Modify this request (change the dates, duration, or leave type) 2) Cancel or modify approved, submitted, pushed back, or saved requests for this leave type 3) Use the Leave Without Pay absence type (the absence will be unpaid)

Date Time: December 14,2016 at 17:48

Note: The pushed back option will not be used in Cardinal.



Absence Request that Crosses Pay Periods

When entering an absence request, be sure that the time requested is within the same pay period. Pay periods run from the 10th through the 24th of the month and the 25th of the month through the 9th of the next month. If the absence crosses into another pay period, enter it as two requests.

MAY 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

For example, to take vacation from 5/15 – 5/19, enter the request as follows:

- Request #1: 5/15
 - Enter or select the week that contains the begin date of the first request.
 - Enter the leave request by clicking the **Add Absence** button under the **Absence Event** section.
 - Click the **Forecast** button. The **Forecast Successful** message displays.
 - Click the **Submit** button.
- Request #2: 5/16 - 5/19
 - Enter the week that contains the begin date of the second request.
 - Enter the leave request by clicking the **Add Absence** button under the **Absence Event** section.
 - Click the **Forecast** button.
 - The **Forecast Successful** message displays.
 - Click the **Submit** button.



Future Absence Requests

Cardinal allows entry of absences 90 days into the future and six pay periods into the past, but not prior to the beginning of the current fiscal year. If 90 days from the current day falls in the middle of the week, Cardinal allows entry of absence events for any day of that week where the 90 day limit falls.

If you try to enter a future absence request which exceeds the 90 days, Cardinal disables the **Add Absence Event** button to prevent absences being entered outside the 90 day timeframe.

Always re-check your forecast balance close to the date(s) of your planned absences. This is to check that if you enter an absence request for a future date but use that same absence type before the future date, you may not have sufficient hours to cover the request when the time comes. **Any portion of the absence that exceeds the entitlement balance is treated as leave without pay.**



Future Absence Requests (continued)

For example:

- An employee has 32 hours of personal leave.
- The employee submits an absence request for 32 hours of personal leave for a trip three months from now. The forecast is successful and the absence request is approved.
- Two weeks later, the employee takes 16 hours of personal leave to visit a sick relative.
- **The future request now becomes ineligible because the employee has now taken 16 of those 32 hours.**
- When the employee re-checks the balances, there will only be 16 hours of available personal leave available.
- If the employee does not update the absence request, 16 hours is processed as personal leave and 16 hours is processed as leave without pay.
- **To avoid being on leave without pay, edit the future request.**



Absence Balance Verification

To verify that there are still sufficient balances for the absence, click on the **Absence Event** link and then select the **Forecast Results** tab. Check the **Forecast Value** tab to determine if there is still sufficient leave available. If not, edit the request and/or use a different type of leave for the time off.

You can also click on the **Forecast Details** link to view the number of hours expected to be paid and/or unpaid, and the remaining balance after the absence has been deducted.

Remember to adjust absence requests that have insufficient balances; otherwise, Cardinal processes it as leave without pay.

Absence Events ?							Personalize ?
Absence Take		Forecast Results ☰					
*Start Date	End Date	Absence Name	Reason	Forecast Value	Forecast DateTime	Forecast Details	
09/23/2019 📅	09/23/2019 📅	Vacation ▼	Vacation ▼	ELIGIBLE	10/18/2019 8:48AM	Forecast Details	



Absence Balance Verification (continued)

You can also click on the **Forecast Details** link to view the number of hours expected to be paid and/or unpaid, and the remaining balance after the absence has been deducted.

Remember to adjust absence requests that have insufficient balances; otherwise, Cardinal processes it as leave without pay.

Navigation: Favorites ▾ | Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Report Time ▾ > Timesheet

Absence Forecast Results

ROSA PARKS

View forecast element results. For more details please contact your absence administrator.

Forecast Balance Details

Personalize | 

Absence Name	Forecast Element	Value
Vacation	Vacation	420.55
Vacation	VAC FORECAST PAID	8.00
Vacation	VAC FORECAST UNPD	0.00

[Return to Timesheet](#)



When to Enter and Submit Absence Requests

Enter and submit absences in advance whenever possible.

Enter and submit planned absences as soon as the need for the leave is known in order to obtain advance approval from the approver.

Enter and submit unplanned absences, such as sick leave, upon returning from the leave.

Submit absences immediately by clicking the **Submit** button each time an absence event is entered or edited.



Save for Later Option with Absences

The **Save for Later** button allows you to save an absence entry and complete it at a later date. It does not, however, submit the absence through workflow to the approver for approval. If you enter an absence event and navigate away from the page without saving or submitting it, Cardinal saves your absence request.

Clicking the **Submit** button on the timesheet does **not** submit absences in a **Saved** status that appear on the timesheet grid. The **Submit** button on the timesheet only submits time (hours worked and comp/OT leave that shows in the Timesheet grid) and absences not **Saved for Later**.

It is strongly recommended when entering an absence that you do not Save for Later and that you do Submit the absence upon entering it or with the timesheet.

To submit an absence event that is in **Saved** status, perform the following steps:

- If the **Edit** button is enabled, click the Edit button to make change or submit. If the Edit button is not enabled (grayed out), then make the change/reforecast directly on the timesheet and submit.
- Make any changes to the request that are needed.
- Click the **Forecast** button (if applicable).
- Click the **Submit** button at the bottom of the page.

Repeat this process for all saved absence events, one at a time.

Remember, clicking the **Submit** button on the timesheet only submits time on the timesheet. It does not submit absences in **Saved** status.



Checking the Absence Status

The **Status** column in the **Absence Event** section displays the current status of the absence event. The **Reported Time Status** section displays absences and their status, by date.

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time **Absence** Exceptions

Forecast Successful:
You are eligible to take the requested absence and you may submit your request.
Date Time: October 18,2019 at 08:48

Absence Events ?

Absence Take Forecast Results

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast
09/23/2019	09/23/2019	Vacation	Vacation	8.00 Hours	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec

Add Absence Event



Absence Approval or Denial

The approver may approve or deny an absence request. Once the approver reviews and takes action regarding the absence request, the status is updated on the **Timesheet** page. You can view the status in the **Reported Time Status** section and in the **Absence Events** section under the **Status** field.

Cardinal notifies the employee via email if an absence request is denied by the approver.

If the approver approves or denies the request, Cardinal allows the employee to edit the request. For example, if you planned to use four hours of vacation, but only use two, you can edit the request and adjust the hours. Be sure to **Submit** it right away.



FMLA, STD, and WCL Absences

Some absence types must be assigned and/or entered by the Absence Management Administrator:

- **FMLA** (Family Medical Leave Act): The Absence Management Administrator must enter a balance before it can be used and forecasted successfully on the timesheet. Contact Human Resources for FMLA requests and for guidance on what to enter on the timesheet.
- **STD** (Short Term Disability)/**LTD** (Long Term Disability): Only the Absence Management Administrator can enter these leave types.
- **WCL** (Workers Compensation Leave): Only the Absence Management Administrator can enter this leave type.



Entering FMLA

FMLA hours are entered in the absence area on the **Timesheet** page:

- Enter FMLA hours on one row and select the appropriate **Reason**.
- Enter the absence type being used on a second row equal to the FMLA hours on the first row. If there are no paid absence hours available (e.g. VAC, SCK, CPE) then enter leave without pay (LNP).

Absence Events ? Personalize 												
Absence Take		Forecast Results										
*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
01/23/2017	01/27/2017	VSDP Sick Leave	VSDP Sick Leave	40.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit
01/23/2017	01/31/2017	Family and Medical Leave		40.00	Hours	Details	Needs Approval	Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	Forec	Edit

[Add Absence Event](#)



Viewing Current Absence Requests

The **Absence Take** tab displays absence requests for the current week, including those that extend from prior weeks or into future weeks. To view absence requests that have been made for prior weeks or future weeks, go to that week on the timesheet.

From Monday 01/30/2017 to Sunday 02/05/2017 ?

Mon 1/30	Tue 1/31	Wed 2/1	Thu 2/2	Fri 2/3	Sat 2/4	Sun 2/5	Total Time Reporting Code	Business Unit	Telecommute	Equipment ID	ChartFields
8.00	8.00						16.00 FML - Family Medical Leave	50100			ChartFields

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time **Absence** Exceptions

Absence Events ? Personalize | ?

Absence Take Forecast Results

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
01/23/2017	01/31/2017	Family and Medical Leave		16.00 Hours		Details	Needs Approval	Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	Forec	Edit	
01/30/2017 ?	01/30/2017 ?	Select Absence Nam				Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit	Delet

Add Absence Event



Viewing Current Absence Requests (continued)

When an Administrator enters leave on behalf of an employee, the Timesheet will reflect the full duration of the leave versus breaking the leave time out by week. For example: The Administrator enters 64 hours of vacation for an employee (over a 2 week period). The employee's Timesheet leave **Duration** field will display the full duration of the leave (e.g., 64 hours) and not the leave hours for a specific week.

From Monday 09/16/2019 to Sunday 09/22/2019 [?](#)

Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20	Sat 9/21	Sun 9/22	Total Time Reporting Code	*Taskgroup	Business Unit	Teleco
		8.00	8.00	8.00			24.00 VAC - Vacation	VDOTCOMREQ	50100	

Absence Events [?](#)

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
<input type="checkbox"/>	09/18/2019	09/27/2019	Vacation		64.00	Hours	Details	Approved	Approval Monitor	Administrator Absence Event	<input type="checkbox"/>



Canceling an Absence Request

To cancel an absence request:

- Click the **Absence** tab from the **Timesheet** page.
- Click the **Cancel** checkbox.
- Click the **Submit** button immediately.

The status of the absence changes to **Cancelled** and Cardinal adjusts the absence balance after the Absence Calculation process has completed. The employee's Supervisor will receive an email notification of the cancelled absence.

For more detailed information about canceling an absence request, see the job aid entitled **501 TA: Time Entry Scenarios** located on the Cardinal website in **Job Aids** under **Training**.

The screenshot shows the 'Absence Events' table with the following data:

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
01/12/2017	01/12/2017	Vacation	Vacation	8.00 Hours		Details	Saved	Approval Monitor	Employee Timesheet	<input checked="" type="checkbox"/>	Forec	Edit

The screenshot shows the 'Absence Events' table with the following data:

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
01/12/2017	01/12/2017	Vacation	Vacation		Hours	Details	Cancelled	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit



Lesson 4: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



To enter a new absence request, you click which of the following buttons first:

- Absence Type
- Forecast
- Add Absence Event

PROPERTIES

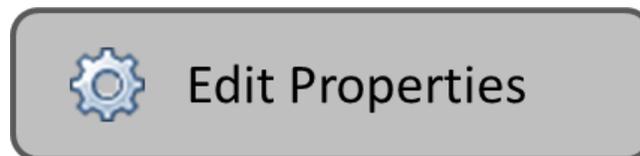
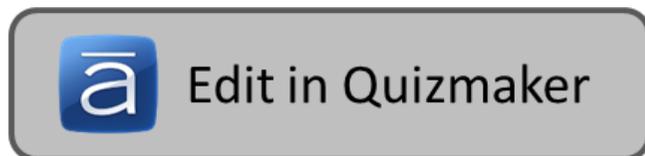
On passing, 'Finish' button: [Goes to Next Slide](#)

On failing, 'Finish' button: [Goes to Next Slide](#)

Allow user to leave quiz: [After user has completed quiz](#)

User may view slides after quiz: [At any time](#)

Show in menu as: [Single item](#)



To make a change to an absence event, click the _____ button.

- Cancel
- Forecast
- Edit

PROPERTIES

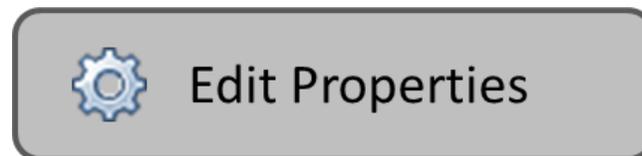
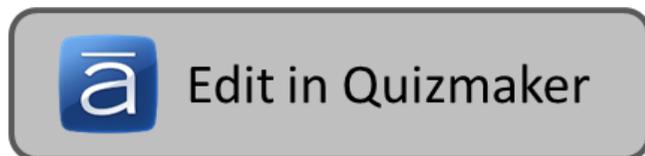
On passing, 'Finish' button: [Goes to Next Slide](#)

On failing, 'Finish' button: [Goes to Next Slide](#)

Allow user to leave quiz: [After user has completed quiz](#)

User may view slides after quiz: [At any time](#)

Show in menu as: [Single item](#)



Absences should be submitted immediately each time an absence event is entered/edited and forecasted.

- True
- False

PROPERTIES

On passing, 'Finish' button: [Goes to Next Slide](#)

On failing, 'Finish' button: [Goes to Next Slide](#)

Allow user to leave quiz: [After user has completed quiz](#)

User may view slides after quiz: [At any time](#)

Show in menu as: [Single item](#)



Edit in Quizmaker



Edit Properties

Drag and place the steps in order when you need to **Submit** an absence (leave) request that is in the **Saved** status.

1. Click the **Submit** button.

2. PROPERTIES Click to expand the **Add Absence Event - select to View** section on the **Timesheet** page.

3. On passing, 'Finish' button: [Goes to Next Slide](#)
Click the **Edit** button on the row of the absence that is in the **Saved** status that you need to **Submit**.
On failing, 'Finish' button: [Goes to Next Slide](#)

4. Allow user to leave quiz: [After user has completed quiz](#)
Click the **Forecast** button (if required).

User may view slides after quiz: [At any time](#)

Show in menu as: [Single item](#)



Edit in Quizmaker



Edit Properties



Lesson 4: Summary

4

Viewing Absence Balances and Entering Absence Requests

In this lesson, you learned:

- An absence request is entered on the **Timesheet** page.
- The **Absence Entitlement Balances** section allows a view of current absence balances (except compensatory leave and overtime leave).
- A new absence request can be entered by clicking on the **Add Absence Event** button in the **Absence Events** section.
- A **Forecast** is required in Cardinal when the **Forecast** button is enabled.
- Cardinal sends the employee an email notification if an absence request is denied by the approver.
- An existing absence request can be edited through the **Timesheet** page.
- Cardinal allows a cancellation of an absence event when the absence is not taken.



Lesson 5: Introduction

5

Timesheet Exceptions and Adjustments

This lesson covers the following topics:

- Understanding Exceptions
- Adjusting Timesheet Entries



Understanding Exceptions

Once the employee submits a timesheet, Time Administration checks it against business rules. The Time Administration process may identify:

- **No exceptions** - Submitted time becomes payable time with no exceptions.
- **Low or medium severity exceptions** - Submitted time becomes payable time with low or medium exceptions.
- **High severity exceptions** - Submitted time does not become payable time with a high severity exception. Once corrected, it is resubmitted through Time Administration and becomes payable time when successfully processed.



Understanding Exceptions (continued)

When there are no exceptions with the submitted reported time, it routes to the approver as payable time for approval.

Low and medium severity exceptions still route to approver as payable time for approval. An exception icon will also display on the Reported Time Status tab next to time with exceptions.

Exceptions can be viewed by clicking on the **Exceptions** tab of the **Timesheet** page. If there are no exceptions, no information displays.

From Monday 01/09/2017 to Sunday 01/15/2017 ?							
Mon 1/9	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Sun 1/15	Total Time Reporting Code
	8.00	8.00	8.00	8.00			32.00 RGS - Regular Earnings - Salaried
8.00							8.00 PER - VSDP Personal Leave

[Save for Later](#) [Submit](#)

[Reported Time Status](#) [Summary](#) [Leave / Compensatory Time](#) [Absence](#) **[Exceptions](#)**

Exceptions ? Personalize | Find | 1 of 1

Date	Exception ID	Exception Source	Status	Exception Severity

[Update Exception](#)



Understanding Exceptions (continued)

Even when submitted time is converted into payable time, the timesheet can be adjusted.

For example:

- The approver instructs you to change the timesheet, (e.g., you charged time to the wrong project or charged more hours to regular time than allowed in the pay period).
- You realize you made an error and need to adjust reported time.



Exceptions

If there are exceptions, the **Exceptions** tab displays the exception detail. The **Exceptions** page provides additional information about the exception(s), including the **Date**, **Explanation**, and **Severity** level. There is also a **Comment** field to respond to the Approver if there is a reason for the exception. Note you can only update this **Comment** field from the Timesheet and not from **View Payable Time**.

An exception icon will also display on the **Reported Time Status** tab next to time with exceptions. Note that exceptions will be removed if the time is corrected and after it is rerun through Time Administration. That is how users can check to make sure the exception was resolved.

For more detailed information about exceptions (low, medium, and high severity), see the job aid entitled **501 TA: Exceptions** located on the Cardinal website in **Job Aids** under **Training**.

From Monday 01/09/2017 to Sunday 01/15/2017 ?

Mon 1/9	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Sun 1/15	Total	Time Reporting Code	Business Unit	Telecommute	Equipment ID
			3.00				3.00	OS1 - OT @Straight Time - Sal	50100		
8.00	8.00	8.00	8.00	8.00			40.00	RGS - Regular Earnings - Salaried	50100		
			5.00				5.00	UOT - Uncompensated Overtime	50100		

Save for Later Submit

Reported Time Status Summary Absence **Exceptions**

Exceptions ? Personalize | Find | 1-8 of 8

Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
01/09/2017	V_OVTG40	Time Administration	Unresolved	Medium	Employee has reported more than 40 hours (Regular, Overtime) for the week.	<input type="text"/>



Adjusting Timesheet Entries

As a result of timesheet review, an item(s) may require adjustment such as:

- Correcting an error identified by Time Administration
- Correcting a TRC
- Updating the number of hours charged to a charge distribution
- Changing a charge distribution
- Updating an absence request
- Cancelling an absence request

You can enter timesheet adjustments up to six pay periods in the past and not prior to the beginning of the current fiscal year. If adjustments are needed for an earlier period, contact your administrator.



Adjusting Timesheet Entries (continued)

To adjust the timesheet:

1. Select the week for which the changes are to be made.
2. Go to the appropriate section on the timesheet.
3. Make the necessary update(s).
4. Resubmit the time for Time Administration processing.



Adjusting Timesheet Entries (continued)

If an absence request is added after time has been submitted, go back to the timesheet and adjust the time entered for that day. Cardinal does not automatically make these adjustments. You can also make changes to an existing row if applicable (i.e., change the number of hours, change the ChartField distribution, change the TRC, etc.).

For this example where 8 hours of time entered on Friday should be distributed to another ChartField:

- Eight hours of regular time was entered on Friday charged to standard distribution.
- Delete the eight hours of regular hours from Friday and insert a new row for Friday with 8 hours and submit as appropriate.

From Monday 01/02/2017 to Sunday 01/08/2017 ?

Mon 1/2	Tue 1/3	Wed 1/4	Thu 1/5	Fri 1/6	Sat 1/7	Sun 1/8	Total Time Reporting Code	Business Unit	Telecommute	Equipment ID	ChartFields
	8.00	8.00	8.00	8.00			24.00 RGS - Regular Earnings - Salaried	50100			ChartFields

Save for Later Submit

From Monday 01/02/2017 to Sunday 01/08/2017 ?

Mon 1/2	Tue 1/3	Wed 1/4	Thu 1/5	Fri 1/6	Sat 1/7	Sun 1/8	Total Time Reporting Code	Business Unit	Telecommute	Equipment ID	ChartFields
				8.00			8.00 RGS - Regular Earnings - Salaried	50100			ChartFields
	8.00	8.00	8.00				24.00 RGS - Regular Earnings - Salaried	50100			ChartFields

Save for Later Submit



Lesson 5: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



A high exception prevents payable time from being generated.

- True
- False

PROPERTIES

On passing, 'Finish' button: [Goes to Next Slide](#)

On failing, 'Finish' button: [Goes to Next Slide](#)

Allow user to leave quiz: [After user has completed quiz](#)

User may view slides after quiz: [At any time](#)

Show in menu as: [Single item](#)



Edit in Quizmaker



Edit Properties

Put the steps in order for making a timesheet adjustment by selecting from the drop down list.

-- Select --

-- Select --

PROPERTIES

-- Select --

On passing, 'Finish' button: [Goes to Next Slide](#)

-- Select --

On failing, 'Finish' button: [Goes to Next Slide](#)

Allow user to leave quiz: [After user has completed quiz](#)

User may view slides after quiz: [At any time](#)

Show in menu as: [Single item](#)



Edit in Quizmaker



Edit Properties



Lesson 5: Summary

5

Timesheet Exceptions and Adjustments

In this lesson, you learned:

- Exceptions can be viewed by opening the Reported Time Status section once time has been submitted and processed by Time Administration.
- Only high severity exceptions prevent payable time from being generated.
- Time Reporting Codes, charge distributions, etc. can be edited on the timesheet.



Course Summary

TA362

Employee Self Service

In this course, you learned:

- Understand key concepts
- Navigate to **Cardinal HCM** and the **Timesheet** page
- Enter regular and overtime hours on the timesheet
- View compensatory leave and overtime leave on the timesheet
- View holiday leave
- View current Absence Entitlement Balances
- Enter Absence Requests
- Adjust Absence Requests
- Understand the reasons for timesheet exceptions
- Make timesheet adjustments



Course Evaluation

Congratulations! You successfully completed the **501 TA362: Employee Self Service** course.

Click [here](#) to access the evaluation survey for this course.

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the **[X]** button in the upper right corner.





Appendix

- Key Terms
- Diagrams and Screenshots
- Flowchart Key



Key Terms: General

Self Service: The ability for employees to enter their own time and absence requests directly in Cardinal.

Self Service User/Time Reporter: An employee who reports time.

Timesheet Page: The page in Cardinal where Self Service users:

- Enter and submit the time they worked
- View compensatory and overtime leave balances
- View absence entitlement balances
- Enter and submit absence requests

Work Schedule: The days and hours an employee is scheduled to work. Cardinal uses work schedules to validate time and calculate absences.



Key Terms: Timesheet Entry

Business Unit: Identifies a state agency. VDOT is 50100.

ChartFields: Identifies how productive and non-productive time is charged.

SpeedType: Provides a shortcut that auto-populates some ChartFields on a transaction. Additional fields (e.g., Account) may need to be entered manually to successfully submit time.

Time Reporting Code (TRC): Classifies hours recorded on the timesheet, e.g., Regular (RGS), Overtime (OT1, EOT, etc.), Compensatory Leave (CPE), etc.



Key Terms: Timesheet Processing

Exception: An error or warning regarding reported/payable time that requires review or attention.

Lockout: A period of time that a user is temporarily prevented from making prior period adjustments on timesheets. This is normally at the close of the pay period when timesheets are due.

Payable Time: Time that has been reported, submitted, and successfully processed through Time Administration. To be successfully processed means that either no exceptions or low/medium exceptions are reported. Payable time is sent to the employee's approver for approval.

Reported Time: Time that has been recorded on a timesheet but not processed by Time Administration.

Reported Time Status: The section on the **Timesheet** page where reported/payable time and exceptions can be viewed.

Submitted Time: Time that has been reported and submitted for Time Administration.

Time Administration: A batch process that validates submitted time against Time Reporting Rules and generates payable time. This process also generates exceptions to Reported time.

Time Reporting Rules: A set of defined business rules that Time Administration uses to validate Reported time. An example of a Time Reporting Rule: Scheduled overtime for salaried nonexempt employees cannot be reported unless 40 productive hours have been worked in the work week.



Key Terms: Absence Management

Absence Entitlement: The hours or days of leave an employee has accrued for an absence type, e.g., Vacation, VSDP Sick, VSDP Personal.

Absence Event: The consecutive period of time an employee is absent for the same reason, e.g., Vacation, VSDP Sick, VSDP Personal, etc.

Absence Name: The name given to a specific type of absence, e.g., Vacation, VSDP Sick, VSDP Personal, etc.

Absence Reason: The additional classification of the absence type for an absence event, e.g., Jury Duty (absence reason) is a possible classification for Civil and Work-Related Leave (absence type).

Absence Take: The absence type and amount of time that an employee takes for an absence event.

Accrual Periods: The time periods by which employees earn leave, e.g., a pay period for Vacation, a leave year for VSDP Personal, etc.

Entitlement Balance: The number of hours of unused entitlement for a particular absence type



Absence Entry Fields

Absence Entry Fields

Absence Events ⓘ 2 5 7 9 11 Personalize | ⌵

Absence Take ⌵

Start Date	End Date	Absence No.	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
09/03/2019 ⌵	09/03/2019 ⌵	Vacation ⌵	Vacation ⌵		8.00 Hours	Details ⌵	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast ⌵	Edit ⌵	Delete ⌵

1

3

4

6

8

10

12

13



Absence Entry Fields (continued)

- 1 **Start Date and End Date:** Enter the beginning and end date of the absence
- 2 **Absence Name:** Identifies the type of absence, e.g., Vacation, Sick, etc.
- 3 **Reason:** The reason associated with the absence. This is the typically as the Absence Name.
- 4 **Duration:** Cardinal calculates the duration in hours based on your work and holiday schedule.
- 5 **Unit Type:** Cardinal populates this field with hours. It cannot be changed.
- 6 **Details Link:** This link opens the Absence Event Details page. Use this page to enter specific hours for an absence.
- 7 **Status:** Cardinal shows the current status of the absence request, e.g., **Saved**, **Submitted**, **Approved** or **Needs Approval**.
- 8 **Approval Monitor Link:** Click this link to see the workflow path (specifically, the name of the supervisor) who the absence routed to.
- 9 **Source:** Cardinal identifies the individual who entered the absence request.



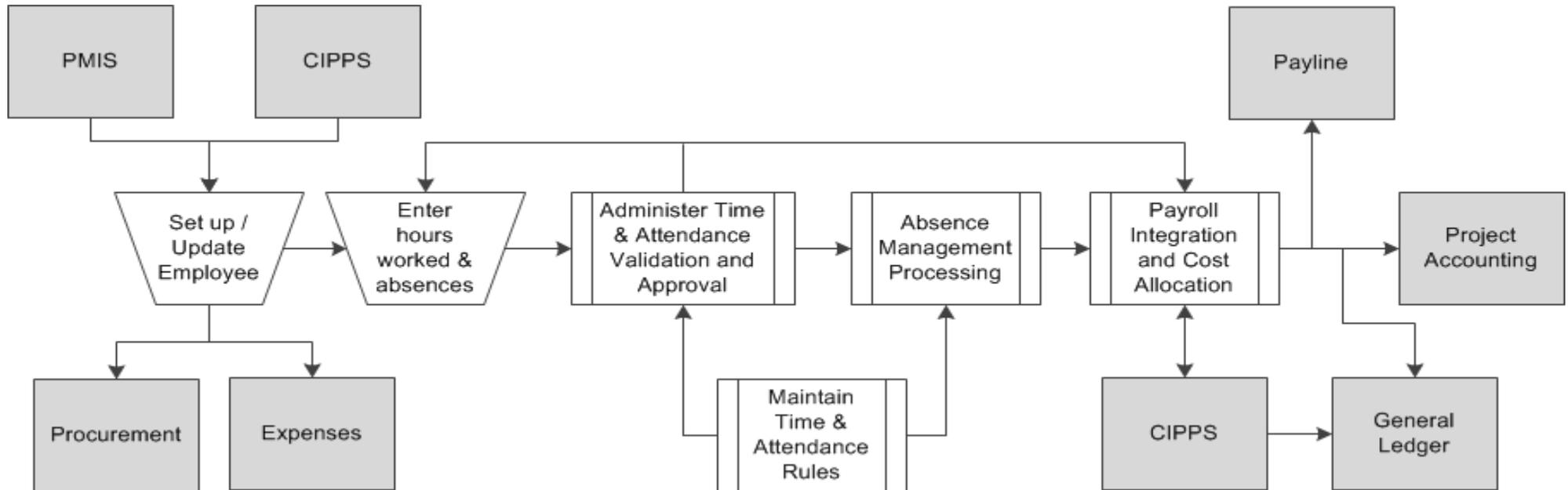
Absence Entry Fields (continued)

- 10 **Cancel:** Click this box to cancel a previously entered absence request.
- 11 **Forecast:** Cardinal calculates your anticipated balances based on all prior absence requests and any schedule increases or accrual rate.
- 12 **Edit:** Click this button to make a change to an absence request.
- 13 **Delete:** Click this button to delete the absence request. Note that this button is only available until the absence is either Saved or Submitted



Time and Attendance Process

This diagram provides an overview of the Time and Attendance process.





Time and Attendance Process (continued)

Employee Setup

Employees are set up in Cardinal. This process includes:

- Inputting job, personal, and position data
- Enrolling an employee as a time reporter
- Assigning work schedules
- Enrolling employees in appropriate leave plans and leave benefits

Time and Attendance Capture

Time is captured by employees after being set up as time reporters by:

- Report time
- Request absences
- View and correct timesheet errors
- View and run Time and Attendance reports



Time and Attendance Process (continued)

Administer Time and Attendance Validation and Approval

The Time Administration process validates reported time. It also:

- Generates payable time
- Identifies exceptions
- Processes payable time and sends it to Payroll

Supervisors can:

- Approve or deny time and absence requests
- Complete the timesheet on behalf of the employee

Absence Management Processing

The Absence calculation process validates and processes approved absences. It:

- Adds leave accruals and entitlements to absence balances (entitlement balances)
- Deducts leave taken from absence balances (take balances)
- Processes entitlements and takes using Absence Management rules
- Sends processed absences to payable time at period close

Payroll Integration and Cost Allocation

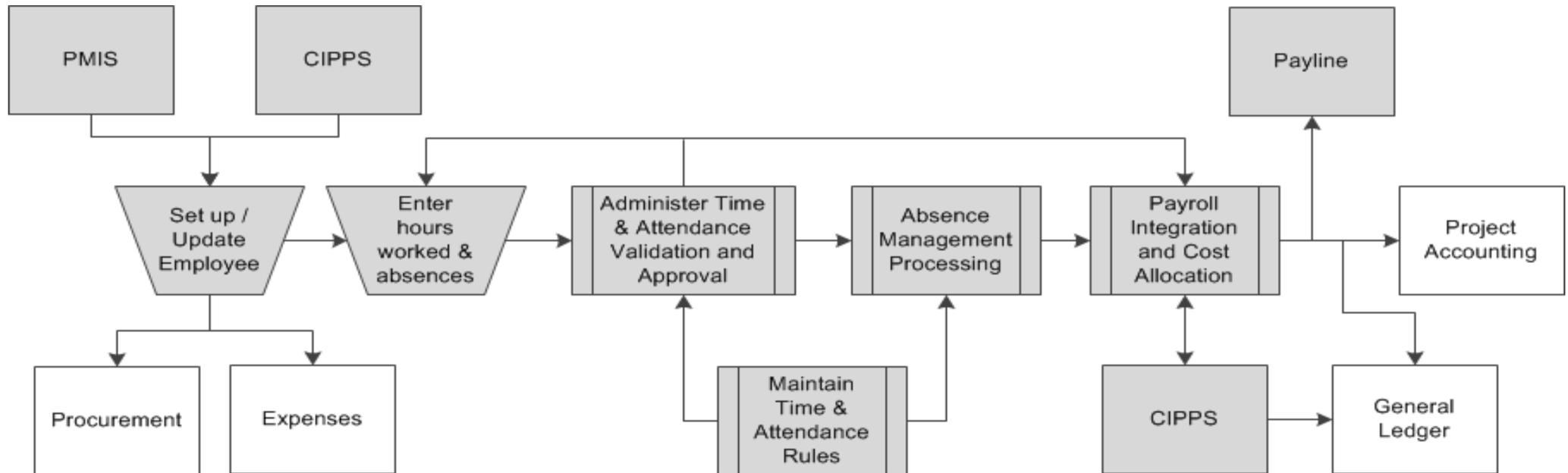
- Allocates approved payable time to payroll costs according to the timesheet charge distributions



Integration with Time and Attendance

Time and Attendance integrates with four other Cardinal modules, which include:

- Procurement
- Expenses
- Project Accounting
- General Ledger





Integration with Time and Attendance (continued)

Procurement

Employee information that is created during the Time and Attendance Employee Setup process is used by the Small Purchase Charge Card Program in the Procurement module.

Expenses

Employee information that is created during the Time and Attendance Employee Setup process is used by the Expenses module in the Accounts Payable functional area to process employee travel and business expense reimbursements.

Project Accounting

Employee labor costs that are charged to projects are sent to Project Accounting when employee pay is distributed according to the charge distribution entered on employee timesheets.

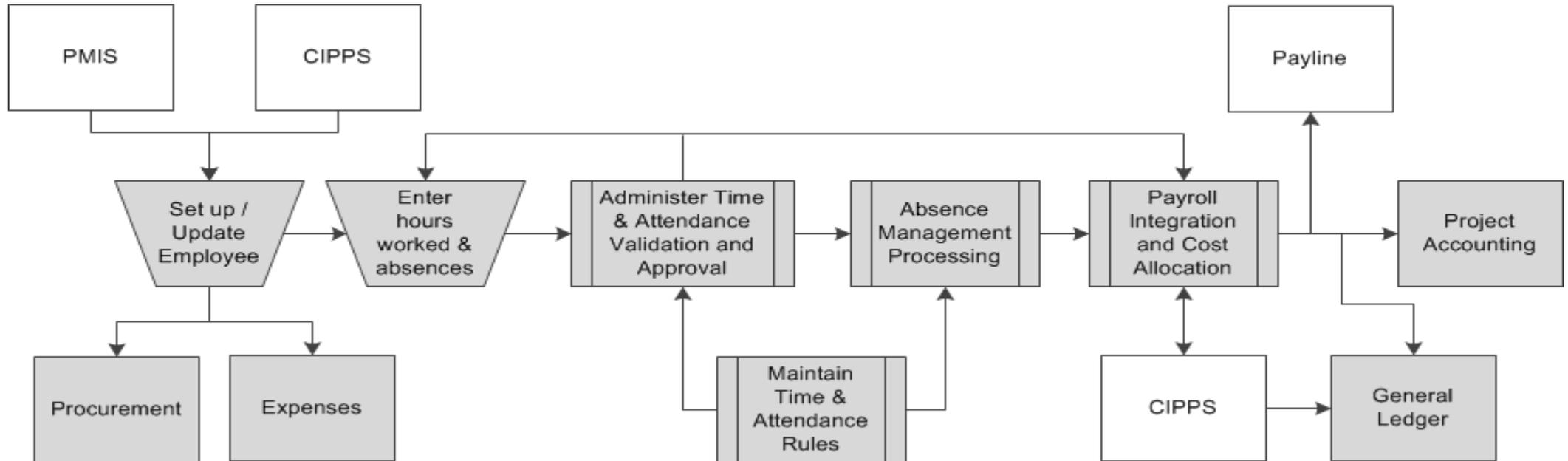
General Ledger

Employee labor charges are sent to the General Ledger functional area when employee pay is distributed according to the charge distribution entered on employee timesheets.

Interfaces with PMIS, CIPPS, and Payline

Time and Attendance also interfaces daily with several external systems:

- Personnel Management Information System (PMIS)
- Commonwealth Integrated Payroll & Personnel System (CIPPS)
- Payline





Interfaces with PMIS, CIPPS, and Payline (continued)

Personnel Management Information System (PMIS)

New and updated employee and position information is first entered into PMIS. PMIS then sends the information to Cardinal.

Commonwealth Integrated Payroll & Personnel System (CIPPS)

Timesheet entries for hourly employees and overtime entries for both hourly and salaried employees are sent to CIPPS to create employee pay. Timesheet entries also identify how employee regular and overtime pay is charged.

Payline

Absence information is sent periodically to the Department of Accounts to allow employees to view their absence balances via Payline.



Charging Time to Multiple Distributions (continued)

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Report Time ▾ > Timesheet

New Window |

Timesheet

ROSA PARKS Employee ID 00183846500
 Gen Admin Supv I / Coord I Empl Record 0
 Time Reporting Type Positive
 Earliest Change Date 08/12/2019

Actions ▾

Select Another Timesheet

*View By Previous Week Next Week

*Date

Reported Hours 0.00

From Monday 10/07/2019 to Sunday 10/13/2019

Mon 10/7	Tue 10/8	Wed 10/9	Thu 10/10	Fri 10/11	Sat 10/12	Sun 10/13	Total	Time Reporting Code	*Taskgroup
8.00	8.00	4.00						RGS - Regular Earnings - Salaried ▾	VDOTCOMREQ
		4.00						RGS - Regular Earnings - Salaried ▾	VDOTCOMREQ
			8.00	7.00				RGS - Regular Earnings - Salaried ▾	VDOTCOMREQ
				1.00				CPT - Compensatory Leave Taken ▾	VDOTCOMREQ

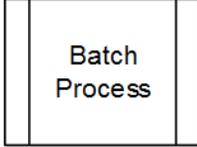
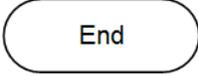
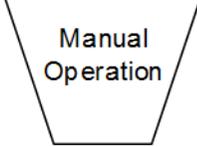
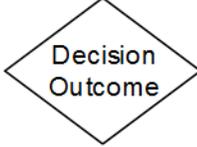
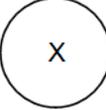
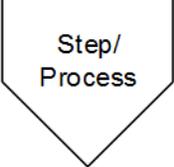
Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

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Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.